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2/5/79

* * * NOTICE * * *

The Library Commission's FINANCE COMMITTEE

will hold a meeting as follows:

DATE: February 5, 1979 Monday

TIME: 4:00 P. M.

PLACE: Lurie Room
1st Floor - Main Library

Committee Chairperson: Commissioner Weisberg

Members: Commissioners Bransten and Englander

AGENDA

OPEN

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9/27/79

******NOTICE******

The Finance Committee of the Library Commission will hold a meeting as follows:

Date: Thursday, September 27

Time: 4:30 p.m.

Place: Commission Room
Main Library, Civic Center

Committee Chairperson: Commissioner Englander

Committee Members: Commissioners Bransten & Jebe

Agenda

Open

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10/25/79
cancelled

OCT 19 1979

DOCUMENTS DEPT.
S.F. PUBLIC LIBRARY

*******NOTICE******

The Finance Committee of the Library Commission will hold a meeting as follows:

Date: Thursday, October 25

Time: 4:30 p.m.

Place: Commission Room
Main Library, Civic Center

Committee Cahirperson: Commissioner Englander

Committee Members: Commissioners Bransten & Jebe

Agenda

Open

* Personnel Committee Meeting being held instead of scheduled Finance Committee Meeting.

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SF
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4/30/81

**********NOTICE**********

The Finance Committee of the Library Commission will hold a meeting as follows:

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SAN FRANCISCO PUBLIC LIBRARY

DATE: Thursday, April 30, 1981

TIME: 4:30 P.M.

PLACE: Commission Room
Main Library, Civic Center

Committee Chairperson: Commissioner Jebe

Committee Members: Commissioners Raymundo & Stern

AGENDA:

1. Supervisor Silver's Special Tax Proposal

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7/14/81

DOCUMENTS DEPT.
JUL 14 1981
SAN FRANCISCO
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**********NOTICE**********

The Finance Committee of the San Francisco Public Library Commission will hold a meeting as follows:

Date:	Tuesday, July 14, 1981
Time:	4:30 PM
Place:	COMMISSION ROOM Main Library, Civic Center

Committee Chairperson: Commissioner Walter Jebe

Committer Members: Commissioners Raymundo and Stern

ADGENDA

1. Proposed Report on San Francisco Public Library System.
2. Other Business

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DOCUMENTS DEPT.

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SAN FRANCISCO
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******NOTICE******

The Finance Committee of the Library Commission will hold a meeting as follows:

Date: Tuesday, February 8, 1983

Time: 5:00 P.M.

Place: Commission Room
Main Library, Civic Center

Committee Chairperson: Commissioner Callanan

Committee Members: Commissioners Richardson and Stong

Agenda

1. Fuhrman Fund Bequest
2. 1983-84 Library Budget

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*****NOTICE OF ADDITIONAL AGENDA ITEM*****

The Finance Committee of the Library Commission will hold a meeting as follows:

DATE: Thursday, March 10, 1983

TIME: 5:00 PM

PLACE: Rare Books Room

Committee Chairperson: Commissioner Callanan

Committee Members: Commissioners Richardson and Stong

AGENDA

1. FY 83-84 Budget
2. Fuhrman Fund Bequest
3. Other Business

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SAN FRANCISCO
PUBLIC LIBRARY

Documents Department

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NOTICE
of
******SAN FRANCISCO PUBLIC LIBRARY COMMISSION******
FINANCE COMMITTEE

The Finance Committee of the Public Library Commission will hold a meeting as follows:

DATE: Thursday, February 2, 1984

TIME: 4:00 PM

PLACE: COMMISSION ROOM
Main Library, Civic Center

AGENDA:

1. FY 1984-85 Budget Request

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SAN FRANCISCO
PUBLIC LIBRARY

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2/17/89

NOTICE OF MEETING

The Finance Committee of the San Francisco Public Library Commission will hold a meeting as follows:

DATE: February 17, 1989

TIME: 3:00 P.M.

PLACE: Commission Room, main library

COMMITTEE CHAIR: Commissioner Carlson

COMMITTEE MEMBERS: Commissioners Callanan and Kalil

AGENDA: 1. Review of Fiscal Year 1989-90 Budget Request

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SAN FRANCISCO
PUBLIC LIBRARY

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NOTICE OF MEETING

The Finance Committee of the San Francisco Public Library Commission will hold a meeting as follows:

DATE: February 21, 1989

TIME: 3:00 P.M.

PLACE: Commission Room, main library

COMMITTEE CHAIR: Commissioner Carlson

COMMITTEE MEMBERS: Commissioners Callanan and Kalil

AGENDA: 1. Review of Fiscal Year 1989-90 Budget Request

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FEB 28 1989
SAN FRANCISCO
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NOTICE OF MEETING

A meeting of the Finance Committee of the San Francisco Public Library Commission will be held as follows:

Date: Friday, March 3, 1989

Time: 3:00 p.m.

Place: Commission Room, Main Library

Chair: Commissioner Carlson

Members: Commissioners Callanan and Kalil

Agenda:

1. Review of FY 88-89 Budget: Recommendations for baseline and 5% reduced budgets.

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MAR 6 1989
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PUBLIC LIBRARY

ADDENDUM

[Postponed]

Addendum to the Finance Committee Meeting of the San Francisco Public Library Commission.

Date: Monday, March 6, 1989

Time: 3:00 p.m.

Place: Commission Room, Main Library

Chair: Commissioner Carlson

Members: Commissioners Callanan and Kalil

Additional Agenda Items::

2. Review of current practice of commission authorization for travel/workshop requests.

3. Acceptance of gift from Apple Computer Inc. of computer equipment, software and support services in an amount not to exceed $50,000 for use by the San Francisco Public Library.

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DOCUMENTS DEPT.
MAR 1 1989
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CORRECTION

NOTICE OF MEETING

The Finance Committee Meeting of the San Francisco Public Library Commission previously announced for Friday, March 3 at 3:00 will be held as follows:

Date: Monday, March 6, 1989

Time: 3:00 p.m.

Place: Commission Room, Main Library

Chair: Commissioner Carlson

Members: Commissioners Callanan and Kalil

Agenda:

1. Review of FY 88-89 Budget: Recommendations for baseline and 5% reduced budgets.

City and County of San Francisco
Public Library Commission

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3/16/93 (cancellation)
4/20/93

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MAR 10 1993
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City Librarian

NOTICE OF MEETING CHANGE

The San Francisco Public Library Finance Committee meeting of Tuesday, March 16, 1993, was postponed until Tuesday, **April 20, 1993,** at **4:30 PM** in the Lurie Room, Main Library.

dm/3/9/93

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Public Library Commission

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KENNETH E. DOWLIN
City Librarian

NOTICE OF MEETING

A meeting of the **Finance Committee** of the San Francisco Public Library Commission will be held as follows:

DATE: **Tuesday, April 20, 1993**

TIME: **4:30 P.M.**

PLACE: **Lurie Room, Main Library**

CHAIR: **Commissioner Carlson**

MEMBER: **Commissioner Kopp and Swig**

AGENDA:

1. Status Report on FY 1993/94 Budget: Hope Hayes, Acting City Librarian

2. Review of Impact of the Children's Amendment on the Library System: Toni Bernardi, Coordinator of Children's Services

3. Update Report on Automation Program: Ed McBride, Coordinator of Automation Services

4. Formalize City Legislation to Permit Libraries to Retain Revenues Collected and to Accept Payment by Credit Card: Hope Hayes, Acting City Librarian

5. Discussion on Draft of changes to the Library Publication Fund: Burk Delventhal, Deputy City Attorney

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6. Discussion on Library Taxes and Assessments: Dale Carlson, Commissioner

7. Other Reports

4/14/93:dm

ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all commission public meetings, the following seven items concerning accessibility will be available.

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to meeting. Late requests will be honored if possible.



2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.



3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling a 557-4433 (TDD) or 557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800-735-2929 (TDD) or 1-800-735-2922 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 292-2022 at least 72 hours in advance of need.

5. To allow individuals with environmental illness or multiple chemical sensitivity to attend the meetings, individuals are requested to refrain from wearing perfume or other scented products.

6. The meetings will be held at the San Francisco Public Library, first floor, in the Lurie room. The closest accessible BART station is Civic Center. The library is only two blocks from all MUNI lines on Market Street and Van Ness Avenues. For information about MUNI's accessible service call 923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.



8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.



City and County of San Francisco
Public Library Commission

6.35
4-8-93

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SAN FRANCISCO
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ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

NOTICE OF MEETING

A meeting of the **Finance Committee** of the San Francisco Public Library Commission will be held as follows:

DATE: **Tuesday, May 18, 1993**

TIME: **4:30 P.M.**

PLACE: **Lurie Room, Main Library**

CHAIR: **Commissioner Carlson**

MEMBER: **Commissioner Kopp and Swig**

AGENDA:

1. Status Report on FY 1993/94 Budget: Kenneth Dowlin, City Librarian

2. Update on the Long Term Financial Stability Plan: Kenneth Dowlin

3. Adoption of Resolution #1637: Amending Article I, Chapter 10 of the San Francisco Administrative Code by Adding Section 10.11-4 thereof, to Allow Payment of Fees by Credit Card: Kenneth Dowlin

4. Adoption of Resolution #1638: Amending Article XIII, Chapter 10 of San Francisco Administrative Code by Amending Section 10.117-13 thereof, to Enlarge the Types of Revenues that May Be Deposited in the Fund and Enlarging the Purposes for Which Proceeds in the Fund May Be Expended: Kenneth Dowlin

5. Update Report on Automation Program: Ed McBride, Coordinator of Automation Services

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San Francisco, CA 94102
Tel. (415) 557-4233

6. Resolution #1639: Authorizing the San Francisco Public Library to Apply for $82,000 in Grant Funds from California State Library, Library Service and Construction Act, Title III, 1993-94 FY for Establishing a San Francisco African American History Network in Collaboration with the San Francisco African American Historical and Cultural Society Research Library: Hope Hayes, Chief of Main

7. Other Reports

5/13/93:dm

ACCESSIBLE MEETING POLICY

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3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling a 557-4433 (TDD) or 557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800-735-2929 (TDD) or 1-800-735-2922 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 292-2022 at least 72 hours in advance of need.

5. To allow individuals with environmental illness or multiple chemical sensitivity to attend the meetings, individuals are requested to refrain from wearing perfume or other scented products.

6. The meetings will be held at the San Francisco Public Library, first floor, in the Lurie room. The closest accessible BART station is Civic Center. The library is only two blocks from all MUNI lines on Market Street and Van Ness Avenues. For information about MUNI's accessible service call 923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.



8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.



City and County of San Francisco
Public Library Commission

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Commissioners

KENNETH E. DOWLIN
City Librarian

NOTICE OF MEETING CHANGE

THE FINANCE COMMITTEE MEETING OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION OF TUESDAY, JULY 20, 1993, HAS BEEN CANCELLED. THE NEXT FINANCE COMMITTEE MEETING WILL BE TUESDAY, AUGUST 17, 1993 AT 4:30 PM.

7/15/93:dm

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City and County of San Francisco
Public Library Commission

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2nd Vice President

DALE A. CARLSON
STEVEN A. COULTER
MARK A. ORSI
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

NOTICE OF MEETING

A meeting of the **Finance Committee** of the San Francisco Public Library Commission will be held as follows:

DATE: **Tuesday, August 17, 1993**

TIME: **4:30 P.M.**

PLACE: **Lurie Room, Main Library**

CHAIR:

MEMBER: **Commissioner Orsi and Swig**

AGENDA:

1. Update Report on Automation Program: Ed McBride, Coordinator of Automation Services

2. Request to Recommend for Adoption Resolution #1643: To Accept and Expend $35,000 in Grant Funds From the U.S. Department of Education Library Services and Construction Act (LSCA) for the Purchase of Foreign Language Materials for the Fiscal Year 1993/94; With Indirect Costs Not Included in this Budget: Neel Parikh, Chief of Branches

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3. Request Authorization of Fuhrman Fund Expenditure for FY 1993/94, Resolution #1644: Resolved that the San Francisco Public Library Hereby Authorizes the Expenditure for Fiscal Year 93/94 of $311,000 of the Interest Accrued from the Fuhrman Fund Investments, the Funds to be Expended for the Purchase of Materials in the Fields of Economics and Political Science: Nancy Musser, Chief of Technical Services

4. Request Authorization of the San Francisco Public Library Resolution #1645: To Apply for, Accept and Expend Funds not to exceed $64,021 Available through the California State Library From Title 1 of the Library Services and Construction Act (LSCA) for Major Urban Resource Libraries For Fiscal Year 1993/94: Nancy Musser

5. Request Recommendation to Commission on the Adoption of Resolution #1646: Amending Article XIII, Chapter 10 of the San Francisco Administrative Code by Amending Section 10.117-13 Thereof to Enlarge the Types of Revenues that may be Deposited in the Fund and Enlarging the Purposes for which Proceeds in the Fund may be Expended.
Rich Walsh, Manager of Facilities and Finance

6. Request Recommendation for Supplemental Appropriation for the Balance of 1993/94: Seema Grover, Budget Analyst

7. Request for Acceptance of Gift $955,106 from the San Francisco Library Foundation for Operation of the Telephone Information Program for Fiscal Year 1993/94 and 1994/95 to be Expended Prior to July 1, 1995:
Hope Hayes, Chief of Main

8. Request for Acceptance of Gift of $340,395 for the Implementation of the Referral Center and the Operation of the Online Community Access Program for FY 1993/94 and 1994/95: Ed McBride

9. Other Reports

8/11/93:dm

ACCESSIBLE MEETING POLICY

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4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 292-2022 at least 72 hours in advance of need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility, In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

6. The meetings will be held at the San Francisco Public Library, first floor, in the Lurie room. The closest accessible BART station is Civic Center. The library is only two blocks from all MUNI lines on Market Street and Van Ness Avenues. For information about MUNI's accessible service call 923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

Resolution # 1643

(Grant - Federal Funds)

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO ACCEPT AND EXPEND $35,000 IN GRANT FUNDS FROM THE U.S. DEPARTMENT OF EDUCATION LIBRARY SERVICES AND CONSTRUCTION ACT (LSCA) FOR THE PURCHASE OF FOREIGN LANGUAGE MATERIALS FOR THE FISCAL YEAR 1993/94; WITH INDIRECT COSTS NOT INCLUDED IN THIS BUDGET.

WHEREAS, the San Francisco Public Library has been notified of the award of $35,000 in grant funds from the U.S. Department of Education Library Services and Construction Act (LSCA) Funds, Title V, 1993/94 FY, for the purchase of foreign language materials;

WHEREAS, the purpose of this grant is to purchase Chinese and Spanish language reference books, popular reading materials, language learning materials in various formats for adults and children at four branches;

WHEREAS, these library materials will be use to enhance and expand the existing focused collections at Mission, Chinatown, Richmond and Excelsior Branches, and expand the collections at Mission and Chinatown in anticipation of branch renovation;

AND THEREFORE BE IT RESOLVED, that the San Francisco Public Library will accept and expend funds from LSCA, Title V, grant monies not to exceed $35,000 and only to be used for the acquisition of foreign language books and other library materials; and be it

FURTHER RESOLVED, that the San Francisco Public Library has requested that the City exempt these funds from indirect costs so that the public not be denied access to $35,000 worth of much needed foreign language materials for children and adults; and be it

FURTHER RESOLVED, that this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds.

RESOLUTION # 1645

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO APPLY FOR, ACCEPT AND EXPEND FUNDS NOT TO EXCEED $64,021 AVAILABLE THROUGH THE CALIFORNIA STATE LIBRARY FROM TITLE I OF THE LIBRARY SERVICES AND CONSTRUCTION ACT FOR MAJOR URBAN RESOURCE LIBRARIES FOR FISCAL YEAR 1993/94.

WHEREAS, The California State Library has Federal Library Service and Construction Act funds available to support Major Urban Resource Libraries; and

WHEREAS, The San Francisco Public Library wishes to submit an application to the State of California and continue to be designated as a Major Urban Resource Library; and

WHEREAS, The San Francisco Public Library is eligible for these funds as a city with a population of 100,000 or more; now, therefore, be it

RESOLVED, That the San Francisco Public Library is authorized to apply for, accept and expend federal funding not to exceed $64,021 for designated Major Urban Resource Libraries; and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds.

8/2/93 A.P.
MURLRESO

FILE NO. 1646 ORDINANCE NO.

[Library Revenue Expenditures]

AMENDING ARTICLE XIII, CHAPTER 10 OF THE SAN FRANCISCO ADMINISTRATIVE CODE BY AMENDING SECTION 10.117-13 THEREOF TO ENLARGE THE TYPES OF REVENUES THAT MAY BE DEPOSITED IN THE FUND AND ENLARGING THE PURPOSES FOR WHICH PROCEEDS IN THE FUND MAY BE EXPENDED.

Note: Additions or substitutions are underlined; deletions are in ((double parentheses)).

Be it ordained by the People of the City and County of San Francisco:

Section 1. Chapter 10 of Article XIII of the San Francisco Administrative Code is hereby amended by amending Section 10.117-13 to read as follows:

SEC. 10.117-13. LIBRARY SPECIAL COLLECTIONS AND SERVICES FUND; ESTABLISHMENT; DEPOSITS; EXPENDITURES. There is hereby established a special fund to be known as the "Special Collections and Services Fund of the San Francisco Public Library." All proceeds derived from (1) the provision of information services or publications by the Library; (2) fines collected on overdue and lost books and materials; (3) visitor cards; and (4) the sales of books from the Special Collections Department of said Public Library, which duplicate holdings in said Special Collections Department or are not compatible with the collection policy of said

Special Collections Department, shall be deposited in said Special Collections and Services Fund. Books selected for such a sale shall be on the recommendation of the City Librarian with the approval of the Library Commission. All proceeds derived from service fees charged for photographic reproduction of materials in the Special Collections Department of said Public Library shall be deposited in said Special Collections and Services Fund. Monies deposited in said Special Collections and Services Fund may, subject to approval by the Library Commission, be used solely for the following purposes:

(a) Expenses incurred in connection with the sale of books from said Special Collections Department as aforesaid;

(b) Purchase of additional books and related ephemera for the Special Collections Department of the Public Library;

(c) Purchase of special equipment and related items for the Special Collections Department of the Public Library deemed necessary to insure proper security and conservation of rare and valuable materials; ((and))

(d) Special fellowships awarded to individuals with expertise in any area of the collections housed in said Special Collections Department of the Public Library((.));

(e) Expenses incurred in the provision of information services; and

(f) Purchases, lease, and maintenance of equipment and information resources necessary for the provision of information services.

Any unexpended balance remaining in said Special Collections and Services Fund at the close of any fiscal year shall be deemed to have been provided for a specific purpose within the meaning of the provisions of Section 6.306 of the Charter and shall be carried forward and accumulated in said Special Collections and Services Fund for the purpose recited herein.

APPROVED AS TO FORM:

LOUISE H. RENNE, City Attorney

By: _____
Deputy City Attorney

5101g

City and County of San Francisco
Public Library Commission

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Mayor

JAMES P. HERLIHY
President

VIRGINIA C. GEE
1st Vice President

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2nd Vice President

DONNA MILLER CASEY
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ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

NOTICE OF MEETING

A meeting of the **Finance Committee** of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, September 21, 1993

TIME: **2:00 P.M. (Note time change)**

PLACE: Lurie Room, Main Library

CHAIR: Commissioner Orsi

MEMBER: Commissioner Casey and Swig

AGENDA:

1. Status report on fiscal year 1993/94 budget: Kenneth Dowlin, City Librarian

2. Update report on automation program: Ed McBride, Coordinator of Automation Services

3. Returned to Committee for discussion Resolution #1646: Amending Article XIII, Chapter 10 of the San Francisco Administrative Code by Amending Section 10.117-13 thereof to enlarge the types of revenues that may be deposited in the fund and enlarging the purposes for which proceeds in the fund may be expended.

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4. Resolution authorizing the San Francisco Public Library to accept and expend $88,090 in grant funds from the California State Library/Library Services and Construction Act (LSCA) to establish the San Francisco African American History Network in collaboration with the San Francisco African American Historical and Cultural Society Research Library & Archives for the fiscal year 1993/94. Indirect costs are included in this award: Olive James, Manager, General Collections Department

5. Resolution authorizing the City Librarian to accept and expend $18,215 in funds available through the California State Library from Title III of the Library Services and Construction Act (LSCA) for the creation of online chinese language bibliographic records for the fiscal year 1993/94: Mary Langraf, Assistant Chief of Technical Services

6. Resolution authorizing the San Francisco Public Library to accept and expend $34,997 in grant funds from the U.S. Department of Education, Title VI, Library Services and Construction Act (LSCA) for Project Read Student Support Service Program. Indirect costs of 5% are included in this award: Ana Linder, Department Manager, Project Read

7. Resolution authorizing the San Francisco Public Library to accept and expend $28,455 in grant funds from the U.S. Department of Education, Title VI, Library Services and Construction Act (LSCA) for Project Read Tutor Support Service Program. Indirect costs of 5% are included in this award: Ana Linder

8. Resolution authorizing the San Francisco Public Library to accept and expend $34,965 in grant funds from the U.S. Department of Education, Title VI, Library Services and Construction Act (LSCA) for Project Read Student Outreach Service and Ethnic Minority Volunteer Outreach Project. Indirect costs of 5% are included in this award: Ana Linder

9. Request for supplemental appropriation for fiscal year 1993/94 to fund relocation and operation of Mission Branch Library during branch renovation at 3359-24th Street: Neel Parikh, Chief of Branches

10. Other Reports

9/14/93:dm

ACCESSIBLE MEETING POLICY

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5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility, In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

6. The meetings will be held at the San Francisco Public Library, first floor, in the Lurie room. The closest accessible BART station is Civic Center. The library is only two blocks from all MUNI lines on Market Street and Van Ness Avenues. For information about MUNI's accessible service call 923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

Resolution #1646

Resolved, That the San Francisco Public Library Commission hereby requests approval by the Board of Supervisors for amending Article XIII, Chapter 10 of the San Francisco Administrative Code by amending Section 10.117-13 thereof to enlarge the types of revenues that may be deposited in the fund and enlarging the purposes for which proceeds in the fund may be expended; and, be it

FURTHER RESOLVED, That the City Librarian is responsible for ensuring that all deposits and expenditures made to the Special Collections and Services Fund shall be recorded by purpose and fund source following established fiscal procedures.

FILE NO. 1646 ORDINANCE NO.

[Library Revenue Expenditures]

AMENDING ARTICLE XIII, CHAPTER 10 OF THE SAN FRANCISCO ADMINISTRATIVE CODE BY AMENDING SECTION 10.117-13 THEREOF TO ENLARGE THE TYPES OF REVENUES THAT MAY BE DEPOSITED IN THE FUND AND ENLARGING THE PURPOSES FOR WHICH PROCEEDS IN THE FUND MAY BE EXPENDED.

Note: Additions or substitutions are underlined; deletions are in ((double parentheses)).

Be it ordained by the People of the City and County of San Francisco:

Section 1. Chapter 10 of Article XIII of the San Francisco Administrative Code is hereby amended by amending Section 10.117-13 to read as follows:

SEC. 10.117-13. LIBRARY SPECIAL COLLECTIONS AND SERVICES FUND; ESTABLISHMENT; DEPOSITS; EXPENDITURES. There is hereby established a special fund to be known as the Special Collections and Services Fund of the San Francisco Public Library. All proceeds derived from (1) the provision of information services or publications by the Library; (2) fines collected on overdue and lost books and materials; (3) visitor cards; and (4) the sales of books from the Special Collections Department of said Public Library, which duplicate holdings in said Special Collections Department or are not compatible with the collection policy of said

Special Collections Department, shall be deposited in said Special Collections and Services Fund. Books selected for such a sale shall be on the recommendation of the City Librarian with the approval of the Library Commission. All proceeds derived from service fees charged for photographic reproduction of materials in the Special Collections Department of said Public Library shall be deposited in said Special Collections and Services Fund. Monies deposited in said Special Collections and Services Fund may, subject to approval by the Library Commission, be used solely for the following purposes:

(a) Expenses incurred in connection with the sale of books from said Special Collections Department as aforesaid;

(b) Purchase of additional books and related ephemera for the Special Collections Department of the Public Library;

(c) Purchase of special equipment and related items for the Special Collections Department of the Public Library deemed necessary to insure proper security and conservation of rare and valuable materials; ((and))

(d) Special fellowships awarded to individuals with expertise in any area of the collections housed in said Special Collections Department of the Public Library((.));

(e) Expenses incurred in the provision of information services; and

(f) Purchases, lease, and maintenance of equipment and information resources necessary for the provision of information services.

Any unexpended balance remaining in said Special Collections and Services Fund at the close of any fiscal year shall be deemed to have been provided for a specific purpose within the meaning of the provisions of Section 6.306 of the Charter and shall be carried forward and accumulated in said Special Collections and Services Fund for the purpose recited herein.

APPROVED AS TO FORM:
LOUISE H. RENNE, City Attorney

By: _____
Deputy City Attorney

(Grant - California State Library/LSCA)

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO ACCEPT AND EXPEND $88,090 IN GRANT FUNDS FROM THE CALIFORNIA STATE LIBRARY/LIBRARY SERVICES AND CONSTRUCTION ACT (LSCA) TO ESTABLISH THE SAN FRANCISCO AFRICAN AMERICAN HISTORY NETWORK IN COLLABORATION WITH THE SAN FRANCISCO AFRICAN AMERICAN HISTORICAL AND CULTURAL SOCIETY RESEARCH LIBRARY & ARCHIVES FOR THE FISCAL YEAR 1993/94. **INDIRECT COSTS ARE INCLUDED IN THIS AWARD.**

WHEREAS, The San Francisco Public Library has been awarded $88,090 in Federal Library and Construction Act (LSCA) Funds, Title III-4.42, FY 1993/94, from the California State Library for the purpose of establishing the San Francisco African American History Network in collaboration with San Francisco African American Historical and Cultural Society Research Library & Archives; and

WHEREAS, That this grant shall enable the Library to provide public online access to the holdings of the San Francisco African American Historical and Cultural Society Research Library & Archives by adding the holdings of the Research Library to the San Francisco Public Library online catalog that provides public access to all of its service locations; and

WHEREAS, That these funds shall also enable the Library to provide public online access to San Francisco Public Library's holdings at the San Francisco African American Historical and Cultural Society Research Library & Archives, and responds to the Library's long range automation plans to enhance the Library's collections by providing online linkage to the holdings of other libraries; therefore, be it

RESOLVED, That the San Francisco Public Library is authorized to accept and expend $88,090 in grant funds from the California State Library (LSCA), Title III-4.42, grant monies for establishing the San Francisco African American History Network; and be it

FURTHER RESOLVED, That these grant funds include indirect costs that equal 8% of the total award; and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds.

Resolution

[Grant-California State Library/LSCA]

AUTHORIZING THE CITY LIBRARIAN TO ACCEPT AND EXPEND $18,215 IN FUNDS AVAILABLE THROUGH THE CALIFORNIA STATE LIBRARY FROM TITLE III OF THE LIBRARY SERVICES AND CONSTRUCTION ACT (LSCA) FOR THE CREATION OF ONLINE CHINESE LANGUAGE BIBLIOGRAPHIC RECORDS FOR THE FISCAL YEAR 1993/94.

WHEREAS, The California State Library has available Library Services and Construction Act (LSCA) Funds, Title III, FY1993/94, for state and local public libraries to create online bibliographic databases that serve ethnically and culturally diverse populations, and non-English speaking populations; and

WHEREAS, The San Francisco's Chinese language reading population will have city-wide access to borrow books available in Chinese by creating online records for these books; and

WHEREAS, 261,000 books and materials in the Chinese language were borrowed from the Main Library and Branches last year; and

WHEREAS, The 1990 Census of Population indicates a substantial increase in the Chinese population in San Francisco; and

WHEREAS, The purpose of these grants is to assist public libraries in meeting the needs of the communities that they serve; now, therefore, be it

RESOLVED, That the City Librarian is authorized to accept and expend $18,215 in Library Services and Construction Act funds for the creation of online Chinese language bibliographic records; and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds; and be it

FURTHER RESOLVED, That there are five percent indirect costs contained in the budget of this grant.

[Grant - Federal Funds]

AUTHORIZING THE CITY LIBRARIAN TO ACCEPT AND EXPEND FUNDS AVAILABLE FROM THE UNITED STATES DEPARTMENT OF EDUCATION FOR A PROJECT READ STUDENT SUPPORT PROGRAM.

WHEREAS, The San Francisco Public Library has been awarded $34,997 to expand the operation of Project Read, the Library's community-based literacy program for one year; now, therefore, be

RESOLVED, That the City Librarian is authorized to accept and expend an amount not to exceed $34,997 of Library Services and Construction Act VI funds for student support services of Project Read through September, 1994, and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds, and be it

FURTHER RESOLVED, That there are indirect costs of 5% contained in the budget of this grant.

[Grant - Federal Funds]

AUTHORIZING THE CITY LIBRARIAN TO ACCEPT AND EXPEND FUNDS AVAILABLE FROM THE UNITED STATES DEPARTMENT OF EDUCATION FOR A PROJECT READ TUTOR SUPPORT PROGRAM.

WHEREAS, The San Francisco Public Library has been awarded $28,455 to expand the operation of Project Read, the Library's community-based literacy program for one year; now, therefore, be

RESOLVED, That the City Librarian is authorized to accept and expend an amount not to exceed $28,455 of Library Services and Construction Act VI funds for tutor support services for Project Read through September, 1994, and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds, and be it

FURTHER RESOLVED, That there are indirect costs of 5% contained in the budget of this grant.

[Grant - Federal Funds]

AUTHORIZING THE CITY LIBRARIAN TO ACCEPT AND EXPEND FUNDS AVAILABLE FROM THE UNITED STATES DEPARTMENT OF EDUCATION FOR A PROJECT READ OUTREACH PROGRAM.

WHEREAS, The San Francisco Public Library has been awarded $34,965 to expand the operation of Project Read, the Library's community-based literacy program for one year; now, therefore, be

RESOLVED, That the City Librarian is authorized to accept and expend an amount not to exceed $34,965 of Library Services and Construction Act VI funds for outreach services for Project Read through September, 1994, and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds, and be it

FURTHER RESOLVED, That there are indirect costs of 5% contained in the budget of this grant.

6.35
1 2/93
cancelled

City and County of San Francisco
Public Library Commission

Frank M. Jordan
Mayor

James P. Herlihy
President

Virginia C. Gee
1st Vice President

Barbara C. Rosenberg
2nd Vice President

Donna Miller Casey
Steven A. Coulter
Mark A. Orsi
Roselyne C. Swig
Commissioners

Kenneth E. Dowlin
City Librarian

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PUBLIC LIBRARY

NOTICE OF MEETING CHANGE

(//

The **FINANCE COMMITTEE MEETING OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION** for Tuesday, September 21, 1993 **HAS BEEN CANCELLED due to lack of quorum.**

9/20/93:dm

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

City and County of San Francisco
Public Library Commission

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JAMES P. HERLIHY
President

VIRGINIA C. GEE
1st Vice President

BARBARA C. ROSENBERG
2nd Vice President

DONNA MILLER CASEY
STEVEN A. COULTER
MARK A. ORSI
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

NOTICE OF MEETING

A meeting of the **Finance Committee** of the San Francisco Public Library Commission will be held as follows:

DATE: **Tuesday, September 28, 1993** (Note date change)

TIME: **3:30 P.M.**

PLACE: Lurie Room, Main Library

CHAIR: Commissioner Orsi

MEMBER: Commissioner Casey and Swig

AGENDA:

1. Status report on fiscal year 1993/94 budget: Kenneth Dowlin, City Librarian

2. Update report on automation program: Ed McBride, Coordinator of Automation Services

3. Returned to Committee for discussion Resolution #1646: Amending Article XIII, Chapter 10 of the San Francisco Administrative Code by Amending Section 10.117-13 thereof to enlarge the types of revenues that may be deposited in the fund and enlarging the purposes for which proceeds in the fund may be expended.

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4. Resolution authorizing the San Francisco Public Library to accept and expend $88,090 in grant funds from the California State Library/Library Services and Construction Act (LSCA) to establish the San Francisco African American History Network in collaboration with the San Francisco African American Historical and Cultural Society Research Library & Archives for the fiscal year 1993/94. Indirect costs are included in this award: Olive James, Manager, General Collections Department

5. Resolution authorizing the City Librarian to accept and expend $18,215 in funds available through the California State Library from Title III of the Library Services and Construction Act (LSCA) for the creation of online chinese language bibliographic records for the fiscal year 1993/94: Mary Langraf, Assistant Chief of Technical Services

6. Resolution authorizing the San Francisco Public Library to accept and expend $34,997 in grant funds from the U.S. Department of Education, Title VI, Library Services and Construction Act (LSCA) for Project Read Student Support Service Program. Indirect costs of 5% are included in this award: Ana Linder, Department Manager, Project Read

7. Resolution authorizing the San Francisco Public Library to accept and expend $28,455 in grant funds from the U.S. Department of Education, Title VI, Library Services and Construction Act (LSCA) for Project Read Tutor Support Service Program. Indirect costs of 5% are included in this award: Ana Linder

8. Resolution authorizing the San Francisco Public Library to accept and expend $34,965 in grant funds from the U.S. Department of Education, Title VI, Library Services and Construction Act (LSCA) for Project Read Student Outreach Service and Ethnic Minority Volunteer Outreach Project. Indirect costs of 5% are included in this award: Ana Linder

9. Request for supplemental appropriation for fiscal year 1993/94 to fund relocation and operation of Mission Branch Library during branch renovation at 3359-24th Street: Neel Parikh, Chief of Branches

10. Other Reports

9/21/93:dm

ACCESSIBLE MEETING POLICY

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City and County of San Francisco
Public Library Commission

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OCT 04 1993
SAN FRANCISCO
PUBLIC LIBRARY

FRANK M. JORDAN
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JAMES P. HERLIHY
President

VIRGINIA C. GEE
1st Vice President

BARBARA C. ROSENBERG
2nd Vice President

DONNA MILLER CASEY
STEVEN A. COULTER
MARK A. ORSI
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

FINANCE COMMITTEE MINUTES
SAN FRANCISCO PUBLIC LIBRARY
SEPTEMBER 28, 1993

I. Meeting called to order at 3:35 PM.

II. Present: Commissioner Orsi and Casey.
Excused: Commissioner Swig

III. Items Considered by Committee:

A. Amending Article XIII, Chapter 10 of the San Francisco Administrative Code by Amending Section 10.117-13 thereof to enlarge the types of revenues that may be deposited in the fund and enlarging the purposes for which proceeds in the fund may be expended. **Action: Recommended for approval**

B. Resolution authorizing the San Francisco Public Library to accept and expend $88,090 in grant funds from the California State Library/Library Services and Construction Act (LSCA) to establish the San Francisco African American History Network in collaboration with the San Francisco African American Historical and Cultural Society Research Library & Archives for the fiscal year 1993/94. Indirect costs of 8% are included in this award. **Action: Recommended for approval**

C. Resolution authorizing the City Librarian to accept and expend $18,215 in funds available through the California State Library from Title III of the Library Services and Construction Act (LSCA) for the creation of online chinese language bibliographic records for the fiscal year 1993/94: Indirect costs of 5% are included in this award. **Action: Recommended for approval**

D. Resolution authorizing the San Francisco Public Library to accept and expend $34,997 in grant funds from the U.S. Department of Education, Title VI, Library Services and Construction Act (LSCA) for Project Read Student Support Service Program. Indirect costs of 5% are included in this award. **Action: Recommended for approval**

E. Resolution authorizing the San Francisco Public Library to accept and expend $28,455 in grant funds from the U.S. Department of Education, Title VI, Library Services and Construction Act (LSCA) for Project Read Tutor Support Service Program. Indirect costs of 5% are included in this award. **Action: Recommended for approval**

F. Resolution authorizing the San Francisco Public Library to accept and expend $34,965 in grant funds from the U.S. Department of Education, Title VI, Library Services and Construction Act (LSCA) for Project Read Student Outreach Service and Ethnic Minority Volunteer Outreach Project. Indirect costs of 5% are included in this award. **Action: Recommended for approval**

G. Request for supplemental appropriation for fiscal year 1993/94 to fund relocation and operation of Mission Branch Library during branch renovation at 3359-24th Street. **Action: Recommended for approval**

Adjournment: 4:43 PM.

9/29/93:dm

City and County of San Francisco
Public Library Commission

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President

VIRGINIA C. GEE
1st Vice President

BARBARA C. ROSENBERG
2nd Vice President

DONNA MILLER CASEY
STEVEN A. COULTER
MARK A. ORSI
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

NOTICE OF MEETING

A meeting of the **Finance Committee** of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, October 19, 1993

TIME: **3:30 P.M. (NOTE TIME CHANGE)**

PLACE: Lurie Room, Main Library

CHAIR: Commissioner Orsi

MEMBER: Commissioner Casey and Swig

AGENDA:

1. Discussion to formally change Finance Committee meeting time from 4:30 PM to 3:30 PM: Commissioner Orsi

2. Status report on fiscal year 1993/94 budget: Kenneth Dowlin, City Librarian

3. Update report on automation program: Ed McBride, Coordinator of Automation Services

4. Discussion on the administrative cost of processing both English and non-English language materials: Nancy Musser, Chief of Technical Services

5. Resolution authorizing the San Francisco Public Library to apply, accept and expend $51,056 in grant funds from the State Matching Fund for Project Read Tutor Student Support and Out Reach Service Program. **Indirect costs of 5% are included in this award:** Ana Linder, Department Manager Project Read

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San Francisco, CA 94102
Tel. (415) 557-4233

6. Resolution authorizing the Real Estate Department to extend the lease for oil production with Shell Oil Company through the year 2020: Rich Walsh, Manager of Facilities and Finance

7. Request for supplemental appropriation of Library Improvement Bond interest funds in the amount of $3,799,759 for Chinatown Branch Library renovation project: Kathy Page, Chief of Facilities Development

8. Resolution authorizing the San Francisco Public Library to accept a gift of 744 video tapes from the John D. and Catherine T. MacArthur Foundation. **There is no indirect cost associated with this gift:** Gloria Hansen, Assistant Chief of Branches

9. Other Reports

10/13/93:dm

ACCESSIBLE MEETING POLICY

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FINANCE COMMITTEE MINUTES
SAN FRANCISCO PUBLIC LIBRARY
OCTOBER 19, 1993

I. Meeting called to order at 3:30 PM.

II. Present: Commissioner Orsi and Casey.
Excused: Commissioner Swig

III. Items Considered by Committee:

A. Discussion to formally change Finance Committee meeting time from 4:30 PM to 3:30 PM. **Action: Meeting start time changed to 3:30 PM**

B. Status report on fiscal year 1993/94 budget. **Action: Continued for further briefing**

C. Update report on the automation program. **Action: Continued for further briefing**

D. Resolution authorizing the San Francisco Public Library to apply, accept and expend $51,056 in grant funds from the State Matching Fund for Project Read Tutor Student Support and Outreach Service Program. Indirect costs of 5% are included in this award. **Action: Recommended for approval**

E. Resolution authorizing the Real Estate Department to extend the lease for oil production with Shell Oil Company through the year 2020. **Action: Recommended for approval**

F. Request for supplemental appropriation of Library Improvement Bond interest funds in the amount of $3,799,759 for Chinatown Branch Library renovation project. **Action: Tabled to future meeting**

G. Resolution authorizing the San Francisco Public Library to accept a gift of 744 video tapes from the John D. and Catherine T. MacArthur Foundation. **Action: Recommended for approval**

Adjournment: 4:23 PM.

10/21/93:dm

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City and County of San Francisco
Public Library Commission

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JAMES P. HERLIHY
President

VIRGINIA C. GEE
1st Vice President

BARBARA C. ROSENBERG
2nd Vice President

DONNA MILLER CASEY
STEVEN A. COULTER
MARK A. ORSI
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

NOTICE OF MEETING

A meeting of the **Finance Committee** of the San Francisco Public Library Commission will be held as follows:

DATE: **Wednesday, November 17, 1993 (Note date change)**

TIME: **2:00 P.M. (Note time change)**

PLACE: Lurie Room, Main Library

CHAIR: Commissioner Orsi

MEMBER: Commissioner Casey and Swig

AGENDA:

1. Update report on automation program: Ed McBride, Coordinator of Automation Services

2. Briefing on Mayor's budget guidelines 1994/95: Seema Grover, Library's Budget Analyst and David Heindel, Mayor's Budget Analyst

3. Briefing on City budget process: To be announced

4. Resolution authorizing the San Francisco Public Library to apply for funds not to exceed $16,617 available through the California State Library from the Library Services and Construction Act (LSCA) to enhance the public computer work station at the San Francisco Public Library Blind and Print Handicapped by adding braille capabilities; waiving indirect costs:
Neel Parikh, Chief of Branches

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San Francisco, CA 94102
Tel. (415) 557-4233

5. Resolution authorizing the San Francisco Public Library to accept and expend funds not to exceed $5,000 available through the California State Library from Title III of the Library Services and Construction Act (LSCA) for improving library services for immigrant populations for the fiscal year 1993/94: Neel Parikh, Chief of Branches

6. Other reports

11/08/93:dm

ACCESSIBLE MEETING POLICY

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8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

City and County of San Francisco
Public Library Commission

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1st Vice President

BARBARA C. ROSENBERG
2nd Vice President

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STEVEN A. COULTER
MARK A. ORSI
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

SAN FRANCISCO PUBLIC LIBRARY
FINANCE COMMITTEE MINUTES, NOVEMBER 17, 1993

I. Meeting called to order at 2:20 PM.

II. Present: Commissioner Orsi and Casey.
Excused: Commissioner Swig

III. Items Considered by Committee:

A. Update report on automation program
Action: Tabled for future meeting

B. Briefing on Mayor's budget guidelines 1994/95
Action: General discussion, no action taken

C. Briefing on City budget process
Action: Continued for ongoing discussion as budget progresses

D. Resolution authorizing the San Francisco Public Library to apply, for funds not to exceed $16,617 available through the California State Library from the Library Services and Construction Act (LSCA) to enhance the public computer work station at the San Francisco Public Library Blind and Print Handicapped by adding braille capabilities; waiving indirect costs
Action: Recommended for approval

E. Resolution authorizing the San Francisco Public Library to accept and expend funds not to exceed $5,000 available through the California State Library from the Title III of the Library Services and Construction Act (LSCA) for improving library services for immigrant populations for the fiscal year 1993/94; indirect cost is not included in this award
Action: Recommended for approval

IV. Adjournment: 3:07 PM.

11/18/93:dm

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

Resolution # 1664

[Grant - Federal Funds]

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO ACCEPT AND EXPEND $5,000 IN FUNDS AVAILABLE THROUGH THE CALIFORNIA STATE LIBRARY FROM TITLE I OF THE LIBRARY SERVICES AND CONSTRUCTION ACT (LSCA) FOR IMPROVING LIBRARY SERVICES FOR IMMIGRANT POPULATIONS FOR THE FISCAL YEAR 1993/94. INDIRECT COSTS ARE NOT INCLUDED IN THESE FUNDS.

WHEREAS, The California State Library has federal Library Services and Construction Act funds available for improving library services for immigrant populations; and

WHEREAS, The San Francisco Public Library has been awarded a grant by the State of California for the purchase of library materials for Spanish-speaking immigrants at Excelsior Branch; and

WHEREAS, The City and County of San Francisco ranks third amongst counties nation-wide for immigrant population, with 34% of residents born outside of the United States; and

WHEREAS, The San Francisco Public Library provides basic information services for immigrants who are refugees, have limited English speaking ability and/or are disadvantaged; now, therefore, be it

City and County of San Francisco
Public Library Commission

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FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President

VIRGINIA C. GEE
1st Vice President

BARBARA C. ROSENBERG
2nd Vice President

DONNA MILLER CASEY
STEVEN A. COULTER
MARK A. ORSI
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

NOTICE OF MEETING

A meeting of the Finance Committee of the San Francisco Public Library Commission will be held as follows:

DATE: Monday, December 20, 1993

TIME: 3:30 PM

PLACE: Lurie Room, Main Library

CHAIR: Commissioner Mark A. Orsi

MEMBERS: Commissioner Casey and Swig

AGENDA:

1. Formalize Library Commission's recommendations for budget policy for fiscal year 1994/95.

12/13/93:dm

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all commission public meetings, the following seven items concerning accessibility will be available.

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling a 557-4433 (TDD) or 557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800-735-2929 (TDD) or 1-800-735-2922 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 292-2022 at least 72 hours in advance of need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility, In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

6. The meetings will be held at the San Francisco Public Library, first floor, in the Lurie room. The closest accessible BART station is Civic Center. The library is only two blocks from all MUNI lines on Market Street and Van Ness Avenues. For information about MUNI's accessible service call 923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

City and County of San Francisco
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PUBLIC LIBRARY

NOTICE OF MEETING

A meeting of the **Finance Committee** of the San Francisco Public Library Commission will be held as follows:

DATE: **Tuesday, January 18, 1994**

TIME: **3:30 PM**

PLACE: Lurie Room, Main Library

CHAIR: Commissioner Orsi

MEMBER: Commissioner Casey and Swig

AGENDA:

1. Recommend approval to appropriate $1,740,544 in Library Improvement Bond interest for Branch renovations: Russ Abel, Assistant City Architect

2. Budget update and presentation FY 1994/95: Seema Grover, Budget Analyst:

3. Recommend approval of budget policy for FY 1994/95: Seema Grover

4. Discussion of Library privatization: Commissioner Mark Orsi

5. Other reports

1/12/94:dm

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San Francisco, CA 94102
Tel. (415) 557-4233

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Correction of agenda for Finance Committee Tuesday, January 18, 1994, of the San Francisco Library Public Library Commission.

AGENDA:

1. Recommend approval to appropriate $1,995,412 in Library Improvement Bond interest for Branch renovations: Russ Abel, Assistant City Architect

   (clerical error listed on original amount as $1,740,544)

1/13/94:dm

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

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JAN 21 1994
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DATE: January 5, 1994

TO: Dept. Mgrs.

FROM: Roberto Esteves, Assistant Chief of Main Library

SUBJECT: Library Preservation Fund Petition

Attached is a copy of the Library Preservation Fund petition that is being distributed by the Friends & Keep Libraries Alive.

This is for staff information only. If staff wants to get copies for personal signature-gathering use, they should contact the Friends office.

Reminder: Gathering petition signatures is a political activity that cannot be done on staff time. You may answer factual questions the public may have about the petition or refer them to the Friends.

Petition for Submission to Voters of Proposed Amendment
to the Charter of the City and County of San Francisco

The City Attorney of San Francisco has prepared the following title and summary of the chief purpose and points of the proposed measure:

LIBRARY PRESERVATION FUND; SETTING ASIDE FUNDS FROM CITY PROPERTY TAX FOR LIBRARY PRESERVATION FUND; ESTABLISHING SERVICE HOURS FOR LIBRARIES; CHARTER AMENDMENT.

This measure is a charter amendment that for fifteen years would require the City to set aside a specified portion of the City's ad valorem property tax revenues in a Library Preservation Fund. The amount set aside would be equal to two and one-half cents for each $100 of assessed valuation. Money in the Library Preservation Fund could be used only to increase spending for library services and materials and operation of library facilities. Wholly apart from the Library Preservation Fund, the City would be required to maintain spending for libraries at levels no lower than the amount the City spent in fiscal year 1992-93.

During the term of the fund, the library department would be required to operate a main library, at least 26 branch libraries and a library facility for the blind. After public hearings at the main library and each branch library, the Library Commission would be required to establish service hours for the main and each branch library. For the years 1995 through 1999, the measure specifies the average number of hours libraries must be open per week. After 1999, the Library Commission, after holding public hearings and based on a comprehensive assessment of needs and the adequacy of library services, could change the average number of hours libraries must remain open.

NOTICE TO THE PUBLIC. THIS PETITION MAY BE CIRCULATED BY A PAID SIGNATURE GATHERER OR BY A VOLUNTEER. YOU HAVE THE RIGHT TO ASK.

Use pen only. Please print all information except signature. Use pen only.

1	New Reg.Affil#	Print Name		Residence Address		Official Use
		Signature	Date Signed	City	Zip Code	
2	New Reg.Affil#	Print Name		Residence Address		Official Use
		Signature	Date Signed	City	Zip Code	
3	New Reg.Affil#	Print Name		Residence Address		Official Use
		Signature	Date Signed	City	Zip Code	
4	New Reg.Affil#	Print Name		Residence Address		Official Use
		Signature	Date Signed	City	Zip Code	
5	New Reg.Affil#	Print Name		Residence Address		Official Use
		Signature	Date Signed	City	Zip Code	
6	New Reg.Affil#	Print Name		Residence Address		Official Use
		Signature	Date Signed	City	Zip Code	
7	New Reg.Affil#	Print Name		Residence Address		Official Use
		Signature	Date Signed	City	Zip Code	
8	New Reg.Affil#	Print Name		Residence Address		Official Use
		Signature	Date Signed	City	Zip Code	
9	New Reg.Affil#	Print Name		Residence Address		Official Use
		Signature	Date Signed	City	Zip Code	
10	New Reg.Affil#	Print Name		Residence Address		Official Use
		Signature	Date Signed	City	Zip Code	

Declaration of Circulator

I am, and was during all the time while circulating this section of the petition, a registered voter of the City and County of San Francisco. I circulated this section of the petition and saw the appended signatures being written. To the best of my information and belief, each signature is the genuine signature of the person whose name it purports to be. All signatures were obtained between _____ 199____ and _____ 199____. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date	Raw	Val

Signature of Circulator (First Name, Middle Name, Surname)

Printed Name of Circulator (First Name, Middle Name, Surname)

Residence Address of Circulator

City, State | Zip Code | Telephone Number

Executed at _____ this _____ day of _____, 199__

City, State | Day | Month | Year

Recycled paper

Petition for Submission to Voters of Proposed Amendment to the Charter of the City and County of San Francisco

The City Attorney of San Francisco has prepared the following title and summary of the chief purpose and points of the proposed measure:

LIBRARY PRESERVATION FUND; SETTING ASIDE FUNDS FROM CITY PROPERTY TAX FOR LIBRARY PRESERVATION FUND; ESTABLISHING SERVICE HOURS FOR LIBRARIES; CHARTER AMENDMENT.

This measure is a charter amendment that for fifteen years would require the City to set aside a specified portion of the City's ad valorem property tax revenues in a Library Preservation Fund. The amount set aside would be equal to two and one-half cents for each $100 of assessed valuation. Money in the Library Preservation Fund could be used only to increase spending for library services and materials and operation of library facilities. Wholly apart from the Library Preservation Fund, the City would be required to maintain spending for libraries at levels no lower than the amount the City spent in fiscal year 1992-93.

During the term of the fund, the library department would be required to operate a main library, at least 26 branch libraries and a library facility for the blind. After public hearings at the main library and each branch library, the Library Commission would be required to establish service hours for the main and each branch library. For the years 1995 through 1999, the measure specifies the average number of hours libraries must be open per week. After 1999, the Library Commission, after holding public hearings and based on a comprehensive assessment of needs and the adequacy of library services, could change the average number of hours libraries must remain open.

To the Board of Supervisors of the City and County of San Francisco:

We, the undersigned, registered and qualified voters of the State of California, residents of the City and County of San Francisco, pursuant to Section 3 of Article XI of the California Constitution and Chapter 2 (commencing with Section 34450) of Part 1 of Division 2 of Title 4 of the Government Code, present to the Board of Supervisors this petition and request the following proposed amendment to the charter of this city and county be submitted to the registered and qualified voters of the city and county for their adoption or rejection at an election on a date to be determined by the Board of Supervisors.

The proposed charter amendment reads as follows: San Francisco Charter Section 6.416

6.416 LIBRARY PRESERVATION FUND

(a) There is hereby established a fund for libraries, which shall be called the San Francisco Library Preservation Fund and shall be maintained separate and apart from all other city and county funds and appropriated by annual or supplemental appropriation pursuant to sections 6.205 and 6.306 of this charter. Monies therein shall be expended or used exclusively by the library department specified in section 3.560 of the charter, solely to provide library services and materials and to operate library facilities in accordance with this section.

(b) So long as the Library Preservation Fund exists as provided in this section, the following requirements shall apply.

(1) The library department shall operate no fewer than 26 branch libraries, a main library, and a library facility for the blind (which may be at a branch or main library).

(2) Not later than November 1, 1994, at least one public hearing shall be held at the main and each branch library, which at least one library commissioner shall attend and which shall receive the results of a survey of users' preferences as to the facility's operating hours.

(3) Following these public hearings, effective no later than January, 1, 1995, the library commission shall establish service hours for the main and each branch library, which shall not be reduced during the five years beginning January 1, 1995. Total annual average service hours shall be at least 1028 hours per week (that is, a level approximating the total service hours during fiscal year 1986-1987).

(4) The public hearing process specified in subsection (2) shall be repeated at five year intervals, being completed not later than November 1 of the year in question.

(5) Following these subsequent public hearings, the library commission may modify the individual and aggregate service hours established under subsection (3), for the five-year period beginning January 1, 2000 or January 1, 2005 respectively, based on a comprehensive assessment of needs and the adequacy of library resources.

Increasing library hours throughout the system and acquiring books and materials shall receive priority in appropriating and expending fund monies to the extent the funds are not needed to meet tne preceding requirements of this subsection (b). Any requirement of this subsection may be modified to the extent made necessary by a fire, earthquake, or other event which renders compliance with the requirement impracticable.

(c) There is hereby set aside for the San Francisco Library Preservation Fund, from the revenues of the tax levy pursuant to section 6.208 of this charter, revenues in an amount equivalent to an annual tax of two-and -one-half cents ($0.025) for each one hundred dollars ($100.00) of assessed valuation for each of the fifteen fiscal years beginning with fiscal year 1994-1995. The treasurer shall set aside and maintain said amount, together with any interest earned thereon, in said fund, and any amounts unspent or uncommitted at the end of any fiscal year shall be carried forward to the next fiscal year and, subject to the budgetary and fiscal limitations of the charter, shall be appropriated then or thereafter solely for the purposes specified in this section. Said fund shall be in addition to any other funds set aside for libraries.

(d) The fund shall be used to increase the aggregate city appropriations and expenditures for services, materials and operation of facilities provided by the library department. To this end, the city shall not reduce the amount of city appropriations for the library department (not including appropriations from the Library Preservation Fund) in any of the fifteen years during which funds are required to be set aside under this section below the amount so appropriated, including appropriations from the San Francisco Children's Fund pursuant to section 6.415 of the charter and including all supplemental appropriations, for the fiscal year 1992-1993, adjusted as provided below. Said base amount shall be adjusted for each fiscal year after 1992-1993 based on calculations consistent from year to year, by the percentage increase or decrease in aggregate City appropriations for all purposes from the base year as estimated by the Controller. Errors In the Controller's estimate of appropriations for a fiscal year shall be corrected by an adjustment in the next year's estimate. For purposes of this subsection, (i) aggregate City appropriations shall not include funds granted to the City by private agencies or appropriated by other public agencies and received by the City, and (ii) library department appropriations shall not include funds appropriated to the library department to pay for services of other City departments or agencies, except for departments or agencies for whose services the library department was appropriated funds in fiscal year 1993-1994. Within ninety days following the end of each fiscal year through fiscal year 2008-2009, the Controller shall calculate and publish the actual amount of City appropriations for the library department.

(e) If any provision of this section, or its application to any person or circumstance, shall be held invalid or unenforceable, the remainder of this section and its applications shall not be affected; every provision of this section is intended to be severable.

Notice of Intent to Circulate Petition

Notice is hereby given by the persons whose names appear hereon of their intention to circulate the petition within the City of San Francisco for the purpose of creating the Library Preservation Fund.

City Hall has devastated our public library system. Over the last decade, book budgets have been slashed, library hours cut and branch closures threatened. While demand for library services has increased, resources have diminished. Every year politicians debate the city budget resulting in less money for our libraries. The Library Preservation Fund will guarantee a minimum of 26 neighborhood branches while dramatically increasing hours for these branches. The fund will provide the necessary dollars to keep our book supply current and establish much needed services for the children of San Francisco. The Library Preservation Fund is not a tax increase. It requires tougher management and better priorities from our city government.

--Diane Filippi, President, Friends of the San Francisco Library

Service Impacts with a $1.9 million reduction following the Library Commission's priorities:

SAN FRANCISCO PUBLIC LIBRARY			
	Main	Branches	Technical Services & Automation
#1 $1.9 million reduction ***Priorities:*** close branches as needed, as a pilot program offer branches for adoption by community, maintain services in remaining branches without diluting service, centralize book selection, step up volunteer program		LAYOFFS: 64 Volunteer Target: 10 active volunteers at each Resource Branch (6 sites) and 5 active volunteers at the other branches (5 sites) and bookmobile RESULT: **Branches remaining open:** full library service would be offered six days a week and one night at the six resource branches (Chinatown, Mission, Richmond, West Portal, Excelsior, Sunset) a sixth day would be added to each site; full library services would be offered at the Library for the Blind, Library on Wheels, five days a week and one night at four branches (Marina, Merced, Ortega, Bayview) **Branches turned over to the community: branches would be closed if the community could not run them;** MOU's would be negotiated with 16 community agencies to operate the library facilities; communities may bid to run these as libraries or to provide specific non-library services for the community; branches would have NO paid city employees connected with them; book collections would be reduced and no book budget would be assigned to these branches; all equipment and computers would be removed; the library would work with the community to set up circulation procedures; all regular library services would be eliminated; MOU's would be negotiated March to June 1994; MOU's would have to take effect July 1, 1994; Real Estate and City Attorney costs would be included	

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JAN 21 1994
SAN FRANCISCO
PUBLIC LIBRARY

REPORT
TO THE

FINANCE COMMITTEE

CITY AND COUNTY OF SAN FRANCISCO
PUBLIC LIBRARY COMMISSION

PRIVATIZATION AND THE PUBLIC LIBRARY

prepared by
Kate Wingerson
Special Assistant
Office of the City Librarian

January 18, 1994

Privatization of government services has been a topic of discussion since the mid-1980's with many cities attempting a variety of projects, particularly in the late 80's. A literature search on the subject of privatization of city services turned up very little evidence of the issue being discussed in terms of library services.

According to an article in the *CQ Researcher*,[1] a blue ribbon panel was convened in 1992 in Fairfax, VA to explore ways out of the city's budget crunch, and though the panel recommended privatization, they were unable to offer any model or case study in which such methods had been tried.[2] Later reports indicate that the library opted for reduced hours and a cut in the book budget to reduce costs. In Los Angeles, there was a failed proposal to sell the Central Library to a subsidiary of Philip Morris in a sales/lease-back arrangement.

Generally, privatization is seen as a way to provide high levels of services while deferring the strain on the city's resources. There are cities and counties throughout the nation which have privatized their fire departments, garbage collection, street-sweeping and some administrative services. The Privatization Council (an industry association) sponsoring a survey in 1988,

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[1]"Hard Times for Libraries," *CQ Researcher* 2 (24), 551-571 (1992). EBSCO, MAGAS 9207201245.

[2]Calls to the Fairfax Library yielded no further information. The city has been hit by an ice storm and administration officials are unable to reach their offices.

found that some sixty percent of local governments contract out solid-waste collection or management, 45 percent contract for building or grounds maintenance, 36 percent for administrative services, and 31 percent for data processing. From an article in *Nation's Business:*

> Privatization is not the answer to all municipal problems. It works better in some situations than in others. Opponents...say contracting out can mean a loss of government control, less accountability and a decline in quality of services. Advocates say governments can maintain control and improve quality with proper monitoring, and they add that privatizing can save tax dollars, make better use of resources and raise public-sector productivity.[3]

Scottsdale, AZ is seen by many as a model of the success of privatization and public-private partnerships, bolstering the local economy. The city has a private fire department, and contracts the Chamber of Commerce for its economic development outreach. A conversation with Judy Register, Director of the Scottsdale Public Library yielded information regarding partnerships with the school district and participation in the city-wide privatization of custodial services. There has been no discussion, however, of privatizing the library services themselves.

Another city which has been held up as a model of privatization is Evansville IN, a city of 140,000. In 1988, approximately eleven city and county departments were joint public-private operations, including the ambulance service. The library attempted to privatize custodial services some years ago, but according to Assistant Director Marcia Learned-Au, the experiment was halted due to the drop in quality of cleaning services.

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[3]Harry Baccas, "The Appeal of Privatization," *Nation's Business* 76 (5) 42B (1988).

According to June Garcia, past president of the Public Library Association, privatization may work in certain areas such as custodial work, purchasing and cataloging, but not in librarianship itself. "Where the public good becomes subverted by profit mechanism, public service would suffer," she says, particularly service for children.

[Note: Judy Register recalled that Huntington Beach was discussing privatization a few years ago, but she had no further information. I was unable to make contact with the library there due to the limited telephone service to southern California.]

p19;236 INTRODUCED but not passed :- 1/4.

FILE NO. 100-93-21 RESOLUTION NO.

AFFIRMING THE SAN FRANCISCO BOARD OF SUPERVISORS' COMMITMENT TO CONTINUED FULL FUNDING FOR, AND FREE AND OPEN ACCESS BY THE CITIZENS OF SAN FRANCISCO TO THE SAN FRANCISCO LIBRARY SYSTEM AND ALL ITS PUBLIC INFORMATION RESOURCES.

WHEREAS, In this time of economic recession, local governments are searching for new and innovative ways to raise revenue in order to meet the continuing needs of the people they serve; and

WHEREAS, The people of San Francisco rightly demand that their elected leaders critically and honestly measure the cost-effectiveness, beneficial impact, and public need for extant city services, so that their tax dollars do not go to waste; and

WHEREAS, During the annual budget debate in years past, the San Francisco Public Library has routinely been asked to submit plans to cut hours, close branches, and otherwise diminish its available services to assist towards the goal of a balanced budget; and

WHEREAS, The San Francisco Public Library provides a safe haven for all San Franciscans, some older, some younger, and some in between, who travel to the Main Library or one of its branches to

SUPERVISOR SHELLEY

BOARD OF SUPERVISORS

seek some information, some solace, some escape, some affirmation, or some truth; and

WHEREAS, Besides the life-saving services provided by our Health, Police, and Fire departments, few City agencies can provide such a valued and beloved service to San Francisco's citizens as the Library, which has traditionally allowed access to its vault of information to any person who requests admittance, a tradition which must be upheld; now, therefore, be it

RESOLVED, That the San Francisco Board of Supervisors reaffirms its commitment to continued full funding for, and free and open access by the citizens of San Francisco to the San Francisco Library System and all its public information resources.

Item 10 File 226-93-3

Item: Hearing to consider the Library Commission's petition to change the terms of the Fuhrman Trust

Description: 1. Mr. Alfred Fuhrman, a San Francisco labor leader and attorney, died in 1940 and bequeathed a portion of his estate to the City and County of San Francisco. The bequest stipulated that trust fund proceeds would be divided equally between the San Francisco Public Library ".. for the acquisition of additional books on economic and political subjects.." and the Recreation and Park Department for ".. the further adornment of Golden Gate Park..".

The Library Commission has petitioned the Superior Court to modify the Fuhrman Trust to permit expenditures from the Fuhrman Bequest Fund for the acquisition of books *and materials in other formats, which expand or enhance public access to information* on economic and political subjects. According to Ms. Julia Moll, Deputy City Attorney, the Court has granted the relief sought by the Library Commission's petition, but has not yet issued a final written order.

2. The basis for the Library Commission's petition is that information on economic and political subjects is available in a variety of media that did not exist at the time the Fuhrman Trust was originally established. By expanding the use of trust fund expenditures to include such items as CD ROM (Read Only Memory Compact Discs) and computer data bases, improved access to more information on economic and political subjects will be made available and enhance the benefits of the Fuhrman Trust for users of the Public Library.

3. A 1963 City Attorney opinion resulted in the expansion of the Library's use of Fuhrman Trust funds from just books on economic and political subjects to print materials including books, subscriptions to printed business services and microfiche. This expanded use of the Fuhrman Trust has been challenged, in an attempt to limit expenditures to books only, on two occasions, in 1991 and 1992. In both cases, the challenge was denied by the Court.

Comments: 1. The primary source of income for the Fuhrman Bequest Trust Fund is an oil lease for trust fund property in Kern County, California. Total revenues to the fund in 1992-93 were $557,000. The current fund balance of the Fuhrman Bequest Trust Fund is approximately $3.4 million. The Recreation and Park Department appropriates its portion of annual Fuhrman Bequest Trust Fund revenue through the

City and County's annual budget for maintenance of Golden Gate Park. Appropriations for this purpose in the current, 1993-94 Fiscal Year are approximately $201,000.

2. Of the $3.4 million Fuhrman Bequest Trust Fund balance, approximately $469,000 is available for the Public Library as of June 30, 1993. The Library Commission approves an annual budget for expenditures from the fund. Such expenditures amounted to $192,502 in 1992-93. Expenditures from the Trust Fund are not appropriated through the City's annual budget and therefore are not approved by the Board of Supervisors or the Mayor.

3. According to the Department of Real Estate, the lease between the City and County of San Francisco and Shell Oil Company, who leases Fuhrman Bequest Trust Fund property in Kern County for oil production purposes, is currently being renegotiated. The lease, if approved by the Board of Supervisors, will be extended for twenty two years, from the current lease termination date of 1998 to a new termination date of 2020. The proposed lease extension would also result in two, one time payments to the City of $120,000 each and would also increase oil lease royalties from 12.5% of the lessor's gross oil production revenue to 15.5%. At current production and oil price levels, annual revenue to the Fuhrman Bequest Trust Fund would increase by approximately $100,000 to $120,000 annually.

for Ken Bruce
Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Kaufman
Supervisor Migden
President Alioto
Supervisor Bierman
Supervisor Conroy
Supervisor Hsieh
Supervisor Kennedy
Supervisor Leal
Supervisor Maher
Supervisor Shelley
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

City and County of San Francisco

Department of Public Works
Bureau of Construction Management
New Main Library Project

FOR IMMEDIATE RELEASE
January 4, 1994

Contact: Ruth Mordokowicz
(415) 255-0618

ADVISORY

The New Main Library Project will conduct its final major concrete pour on **Friday, January 7, 1994**. The General Contractor, Huber, Hunt & Nichols, Inc., will direct the pour. The street closure is scheduled to begin at approximately **7:00 p.m. Friday night and continue through 4:00 p.m. Saturday afternoon.**

During this time Grove Street between Larkin and Hyde Streets will be closed to all through vehicular traffic. Traffic will also be limited on Larkin Street between Grove and Fulton Streets due to the closure of the east lane, closest to the pedestrian walkway. No thru traffic eastbound on McAllister Street between Polk and Hyde Streets. Hyde Street between McAllister and Market Street will also be closed. Hyde Street traffic bound for South of Market must detour through Polk Street.

Muni plans to reroute Line #5 along Van Ness Avenue and Mission Streets, and Line #19 along McAllister, Polk and Market Streets.

Please call the City's construction field office and speak to Mr. Ray Fong at 255-0618 if further information is required.

# # #

1182 Market Street, Suite 216
San Francisco, CA 94102

(415)255-0618
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CALIFORNIA STATE LIBRARY

LIBRARY DEVELOPMENT SERVICES
1001 SIXTH STREET • SUITE 300 • SACRAMENTO, CA 95814

TELEPHONE: (916) 445-4730
ONTYME: CSLLDS

RECEIVED
DEC 27 1993
LIBRARIANS OFFICE

MEMORANDUM

DATE: December 17, 1993
TO: Librarians who expressed interest in participating in the Reference Performance Evaluation project
FROM: Cy Silver, State Library (916/322-0360)
SUBJECT: Information.

Many of you wanted more information about the project before you felt able to decide if you wanted to be considered for participation. This memo is to provide you with that.

Please keep in mind that not every one of your questions and concerns can be answered or anticipated. At some point, you will have to take it on faith that the process works and can provide valuable information at modest cost.

1. Methodology

Enclosed are copies of the forms used in the 1993 field test: the Librarian Form and Patron Form (the one with the illustration of the pencil at the top). From them you can get a better understanding of what data are provided. The 1994 versions will be slightly modified to reflect the experience gained in 1993.

Each participating facility will be expected to use the forms for 200 bonafide reference questions (not, "Where is the bathroom?") in *each* facility involved, gathered over several weeks' time. (Facilities in which that volume is not anticipated should not be included.) The training sessions will assist participants in understanding what that's about, and how to ask the patrons to participate.

For each transaction, the user fills out the form as the transaction proceeds, and turns it in before leaving the library. The library staff member who fields the question similarly fills out the Librarian form. (Often the Librarian fills out the initial information on Form A.1, but completes the form later, well after completion of the transaction; experience indicates that the initial information is enough to accurately jog that person's memory.) The forms are numbered to match up when processed, so the library doesn't have to worry about keeping track of them.

The forms are then collected by the Library and sent on to a designated address for machine processing.

Although there is some non-random self-selection by the people involved, the data provided are reasonably valid and replicable. And although the process does take a little time on the part of the reference staff, it is not significant time, and it does avoid the expense of unobtrusive testing.

Please keep in mind that the purpose is to evaluate the reference performance of your entire library. Almost all outlets that field 200 bonafide questions over a period of several weeks should be included if the results are to be valid in understanding how well your library, *qua* library, provides reference service.

2. Reports

You will get two reports, which are for your eyes only. Tom Childers will help you interpret them.

One report is raw statistical data, showing your library and in parallel, unnamed libraries of similar size to yours that also participated in the study or in similar previous studies. That will enable you to compare your library's performance with that of others. For instance, you can look at the frequency with which certain factors occurred, either for your library alone or in comparison with the other libraries. This might give you ideas regarding possible strengths and weaknesses in your situation.

The other report will be guided interpretation. It will display scales that combine results on several factors found to be closely related (e.g., indications of communication difficulty).

3. Schedule

We anticipate training and data collection would be in Spring 1994; specific dates are not yet determined. Training by Tom Childers and his colleagues for your coordinator(s) would be take two to four hours, and you should anticipate a similar amount of time for your coordinators to orient / train your own staff who will be helping the public at reference desks during the period of data collection.

4. Now what?

State Librarian Gary E. Strong has not yet made any decisions about participants. It is likely that decisions will be made in early January.

If you have already told me you want to participate, without further questions, you need do no more for consideration. However, if you had questions, you should let me know as soon as possible if you want to be considered for inclusion in the 1994 program.

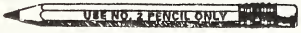
enclosures

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FILL IN DOT LIKE THIS ——►●

The Library is doing a survey of reference use and would appreciate it if you would mark the following brief checksheet.
Thank you!

(Deposit checksheet UNFOLDED in container on leaving this area or on leaving the library.)
THANKS AGAIN FOR YOUR HELP!



OCCUPATION (Mark one)
- ○ Homemaker
- ○ Skilled labor/trades /services
- ○ Secretarial/clerical /office
- ○ Sales/marketing
- ○ Professional/technical /management
- ○ Unemployed at present
- ○ Retired

AGE (mark one)
- ○ Under 14
- ○ 14-24
- ○ 25-44
- ○ 45-64
- ○ 65+

SEX (mark one)
- ○ Male
- ○ Female

SOURCE OF QUESTION (mark one)
- ○ Work or business
- ○ School or College
- ○ Recreation or hobby
- ○ Everyday needs
- ○ Community activity
- ○ Consumer interest
- ○ General interest or other

1. Did you locate what you asked about at the reference desk?	○ Yes, just what I wanted	○ Yes, with limitations	○ Yes, not what I asked for, but oth. information or materials that will be helpful	○ Yes, but not really what I wanted	○ Only partly	○ No

2. If yes, how did you find the information or materials?	○ Librarian found or helped find	○ Followed suggestions and found on my own	○ Didn't follow suggestions but found on my own

3. Were you satisfied with the information or materials found or suggested?	○ Yes	○ Partly	○ No

4. If partly or not satisfied, why? MARK ALL THAT APPLY.

○ Found nothing	○ Too much	○ Want different viewpoint
○ Not enough	○ Need more in-depth	○ Couldn't find information in source
○ Need more simple	○ Not relevant enough	○ Not sure if information given me is correct

5. How important was it to you to find what you asked about?	Very Important ○	Important ○	Moderately Important ○	Somewhat Important ○	Not Important ○

6. Did the librarian give you information in the language you needed (Spanish, sign language, other)?	○ Yes	○ Partly	○ No
7. Did the librarian understand what you wanted?	○	○	○
8. Did you get enough help and explanation?	○	○	○
9. Was the explanation clear?	○	○	○
10. Did the librarian appear knowledgeable about your question?	○	○	○
11. Was the service you received courteous and considerate?	○	○	○
12. Did the librarian give you enough time?	○	○	○
13. Did you learn something about reference sources or use of the library as a result of consulting the reference librarian?	○	○	○
14. Did the librarian suggest that you contact another library or organization?	○ Yes	○ No	○ Not Applicable
15. Did the librarian offer to contact another library or organization for you?	○	○	○
16. Did the librarian offer to request a book, journal, etc. for you from elsewhere?	○	○	○

■○○○○○○○○ 1023
MAKE NO MARKS IN THIS AREA

FOR OFFICE USE ONLY
0 1 2 3 4 5 6 7 8 9
0 1 2 3 4 5 6 7 8 9
0 1 2 3 4 5 6 7 8 9

1. TYPE OF QUESTION Select only one category in A-D below that best fits type of answer wanted.

Librarian
Other Staff
Library Volunteer

A PARTICULAR TEXT(S) OR AUTHOR(S) WANTED

- ○ 1. Is particular book, serial, etc. in our collection?
- ○ 2. Smaller item in larger publication (Particular article, speech, quote, poem, law, etc.)
- ○ 3. Anything (or certain type of thing) by particular author

JOT DOWN QUESTION

B SHORT ANSWER WANTED (AND IS APPROPRIATE) (What, when, where, who, which, yes or no, etc.) (Answer of a few words. Includes verification and meaning of citations, bibliographical form, recommendations, etc., etc., etc.,)

C GENERAL EXPL. OF CATALOG, LIBR., OR PRINTED REF. SOURCE WANTED (Rather than short answer)

D TYPE MATERIALS OR LONGER DESCRIPTIVE ANSWER WANTED (OR APPROPR.) (Answer usually in the form of printed materials)

1. SUBJECT (Mark one)
   - ○ a. Single subject(s)
   - ○ b. Relate 2 subj. or concepts
2. ASPECTS (MARK ALL THAT APPLY)
   - ○ a. Something, anything, everything
   - ○ b. Must be cert. time period, currentness, place, country, lang., etc.
   - ○ c. Must be cert. type ref. source, publ., materials, or format (map, pict., etc., etc., etc., etc.)
   - ○ d. Focus on aspect, biog., hist., other.
   - ○ e. Requests factual inf. in general (or source containing it) (names, addr., definitions, statistics, ratings, rankings, etc., etc.)
   - ○ f. Criticism, reviews, interpr., etc.
   - ○ g. Analysis, trends, pro/con, cause/effect, how-to-do-it, how-it-works, & other
   - ○ h. Requests that you compile list of references on a subject

2A RESULTS (MARK ONE)
- ○ 1. Found
- ○ 2. Partly found
- ○ 3. Not found
- ○ 4. Don't know

2B RESPONSE (MARK ONE)
- ○ 1. Directed and suggested only
- ○ 2. Helped with or made search
- ○ 3. Deferred or delayed answering
- ○ 4. Referred patron or question

2C IF REFERRED (Mark one or more)
- ○ 1. Referred within library
- ○ 2. Suggested another library or source for patron to contact
- ○ 3. Referred question to somewhere else

2D TIME (MARK ONE)
- ○ 1. 0-3 minutes (i.e. under 3 min.)
- ○ 2. 3-5 minutes
- ○ 3. 5-15 minutes
- ○ 4. Over 15 minutes

3. SPECIAL FACTORS. DO NOT OMIT. MARK ALL THAT APPLY.

QUESTION AND PATRON
- ○ 1. Missing information or misinformation
- ○ 2. Concerned with foreign countr./lang.
- ○ 3. Concerned with govt. docs.
- ○ 4. Inf. needed (or citat.) very recent
- ○ 5. Wants no. of things
- ○ 6. Difficult citation
- ○ 7. Patron in hurry
- ○ 8. Communic. diff. or confused question
- ○ 9A. Needs extra help ○ 9B. Returns freq.

CONDITIONS
- ○ 10. Difficult to think of source
- ○ 11. Difficult to find subj. headings
- ○ 12. Books off shelf
- ○ 13. Source difficult to consult
- ○ 14A. Busy ○ 14B. Very busy
- ○ 15. Cataloging or tech. problem
- ○ 16. Collection weak in that area or out-of-date
- ○ 17. Need bks. in another area or location

4. LIB. INSTRUCT. MARK ALL THAT APPLY
- ○ 1. Expl. sources, citations, search strat.
- ○ 2. Expl. cat., computer, holdings, locations

5. NUMBER OF SOURCES USED, REC., OR INTERP. ___ 1 2 3 4 5+ ○○○○○

TYPE: MARK ALL THAT APPLY
- ○ 1. Indexes to period.
- ○ 2. Ref. books
- ○ 3. Cat. (card, online, etc.)
- ○ 4. OCLC, RLIN, etc.
- ○ 5. Online or CD-ROM
- ○ 6. Yr. own knowledge
- ○ 7. Inhouse prod. tools
- ○ 8. Phone bks., VF, Coll. cat.
- ○ 9. Circ. bks., period., newsp.
- ○ 10. Consult someone
- ○ 11. Referred
- ○ 12. Interlibrary loan

6. QUESTION DIFFICULTY (as perceived)
- ○ Easy
- ○ Medium
- ○ Hard

7. ASPECT (only if applicable)
- ○ Stat.
- ○ Biog.
- ○ Hist.

8. SUBJECT

1st	2nd (if applic)
○ 0	○ 0
○ 1	○ 1
○ 2	○ 2
○ 3	○ 3
○ 4	○ 4
○ 5	○ 5
○ 6	○ 6
○ 7	○ 7
○ 8	○ 8
○ 9	○ 9

Use separate guidesheet and select subj.
Mark boxes with no. of your subject.

	SUBJ. No. 2	SUBJ. No. 20
EXAMPLE	○ 0 ○ 1 ● 2	● 0 ○ 1 ● 2

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MAKE NO MARKS IN THIS AREA

FOR OFFICE USE ONLY ○①②③④⑤⑥⑦⑧⑨

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Office of the Mayor
SAN FRANCISCO

FRANK M. JORDAN

January 14, 1994

Press Release/
Immediate

Contact: Noah Griffin
415/554-6152
Teresa Serata
415/554-6117

Mayor Jordan Reveals General Fund Spending Plan

Mayor Frank Jordan today issued a $1 billion General Fund spending plan for Fiscal Year 1994-95 that would pay for more police, firefighters and Muni improvements while giving most other departments about the same funding next fiscal year as in this one.

The spending allocations address a projected $100 million shortfall in the new fiscal year. This assumes the state will keep its promise to not raid City coffers and that revenues will remain flat.

"Our budget, in large part, depends on what the state does," Jordan said. "Our best information at this moment came from the Governor in his Budget Message. He said the state will give us the same amount of money next year as it did this year."

Most departments, including the Library, Recreation and Parks, and the Academy of Science would see their General Fund allocations reduced by less than 1 percent from FY 93 to FY 94. Salary increase due employees in 1994-95 must be accommodated within these allocations.

Consistent with Jordan's priorities, public protection departments will see allocations go up regardless of what the state does. The same is true of Muni.

Both Police and Fire department allocations would rise by more than 5 percent. That would hire enough officers to fund Jordan's community policing program, and enough firefighters to maintain federal affirmative action hiring commitments.

The Sheriff's Office would see its $53.2 million budget rise by 11.5 percent to $59.3 million so the new Sheriff's facility can be opened sometime during the second half of the fiscal year.

Likewise, Muni is held harmless regardless of state action. Jordan increased its new allocation by $4.2 million over this year's and instructed the Department to use the money to make buses and light rail vehicles cleaner, run on time and improve passenger security.

The Department of Public Health, which is restructuring itself to conform with national health reform, would see its $600 million FY 93 budget reduced between 1.8 percent and 2.6 percent, or between $10.6 million and $15.6 million.

Health Department officials have said this allocation will be addressed through cost containment measures and internal restructuring. Jordan and new department Director Sandra Hernandez are committed to working together to implement that restructuring, particularly in the area of managed care.

Department of Social Services funding would be reduced from FY 93 to FY 94 by an amount that includes savings expected from a new general assistance fingerprinting program. The program is part of voter-approved Proposition V, which will reduce welfare fraud and the costs associated with it.

Under either scenario, Jordan built in a General Fund reserve of $10 million, which is the same amount as this year.

Jordan's plan is contained in what are called "annual spending allocations." The allocations are issued to all City departments, and tell them how much money there is to spend in the coming fiscal year. They foreshadow the budget the Mayor eventually submits to the Board of Supervisors in June, and are an important indicator of his budget priorities.

The allocations called for reductions that are relatively minor compared to previous years. They were made possible by a $16 million savings in payments for retirement benefits and by budget balancing directives issued by the Mayor November 8 (attached). Among other things, those instructions directed departments to contain costs including salary increases and other rising expenses.

Those expenses will be significant in some departments and force them to accelerate restructuring plans Jordan initiated when he came to office. Layoffs could occur, but the number depends on the way department heads manage the allocations they are given.

"Our departments are staffed with professionals who know best how to minimize the effects of budget cuts on City residents and their own staff," Jordan said. "There is no getting around the fact we are dealing with a $100 million shortfall and this will be a tough budget. But I have full confidence that, working as a team, we can get through it and continue to refine and improve services provided to residents."

"It is possible that the state will not come through with the funding promised," Jordan added. "I have issued a second set of allocations for that eventuality, but hope it will not be necessary to use them."

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SAN FRANCISCO PUBLIC LIBRARY
FINANCE COMMITTEE MINUTES, January 18, 1994

I. Meeting called to order at 3:32 PM.

II. Present: Commissioner Orsi and Casey.
Excused: Commissioner Swig

III. Items Considered by Committee:

A. Recommend approval to appropriate $1,995,412 in Library Improvement Bond interest for Branch renovations
Action: Recommended for approval

B. Budget update and presentation FY 1994/95
Action: General discussion, no action taken

C. Recommend approval of budget policy for FY 1994/95
Action: Recommended for approval

D. Discussion of Library privatization
Action: Summarized preliminary report on privatization and the Public Library

E. Adjournment: 4:40 PM

1/20/94:dm

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City and County of San Francisco
Public Library Commission

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SAN FRANCISCO
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Mayor

JAMES P. HERLIHY
President

VIRGINIA C. GEE
Vice President

DONNA MILLER CASEY
STEVEN A. COULTER
MARK A. ORSI
BARBARA C. ROSENBERG
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

NOTICE OF MEETING

A meeting of the **Finance Committee** of the San Francisco Public Library Commission will be held as follows:

DATE: **Tuesday, February 15, 1994**

TIME: **3:30 PM**

PLACE: Lurie Room, Main Library

CHAIR: Commissioner Orsi

MEMBER: Commissioner Casey and Swig

AGENDA:

1. Discussion and recommendation for approval of Library Commission budget priorities for FY 1994/95: Seema Grover, Budget Analyst and Neel Parikh, Chief of Branches

2. Other reports

2/10/94:dm

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all commission public meetings, the following seven items concerning accessibility will be available.

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

   A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling a 557-4433 (TDD) or 557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800-735-2929 (TDD) or 1-800-735-2922 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 292-2022 at least 72 hours in advance of need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility, In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

   The meetings will be held at the San Francisco Public Library, first floor, in the Lurie room. The closest accessible BART station is Civic Center. The library is only two blocks from all MUNI lines on Market Street and Van Ness Avenues. For information about MUNI's accessible service call 923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

City and County of San Francisco
Public Library Commission

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President
WALTER G. JEBE, SR.
Vice President

KAREN CROMMIE
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Commissioners

KENNETH E. DOWLIN
City Librarian

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SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING

A meeting of the **Finance Committee** of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, February 21, 1994

TIME: 4:00 PM

PLACE: Lurie Room, Main Library

CHAIR: Commissioner Norman V. Wechsler

MEMBERS: Commissioners Karen Crommie and Thomas H. Gee

AGENDA:

1. Recommending for approval resolution authorizing the San Francisco Public Library to apply for $27,211, available through the United States Department of Education for Tutor/Student Support Services of Project Read. Indirect costs of 5% are included in this grant: Ana Linder, Director, Project Read

2. Recommending for approval resolution authorizing the San Francisco Public Library to apply for $23,741, available through the United States Department of Education for Adult Learning Services of Project Read. Indirect costs of 5% are included in this grant: Ana Linder

3. Recommending for approval resolution authorizing the San Francisco Public Library to apply for $28,140, available through the United States Department of Education for Student Outreach Services of Project Read. Indirect costs of 5% are included in this grant: Ana Linder

4. Discussion and possible recommendation for amending the Library's budget submittal for FY 1995/96: Kenneth Dowlin, City Librarian

2/15/95:dm
Finance

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

ACCESSIBLE MEETING POLICY
SAN FRANCISCO PUBLIC LIBRARY COMMISSION

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/292-2022 at least 72 hours in advance of need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Commission meetings at the Main Library will be held in the Lurie Room on the first floor. The closest accessible BART station to the Main Library is Civic Center. The library is only two blocks from all Muni lines on Market Street and Van Ness Avenue. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

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SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING

A meeting of the **Finance Committee** of the San Francisco Public Library Commission will be held as follows:

DATE: **Tuesday, April 12, 1994**

TIME: **4:00 PM**

PLACE: Lurie Room, Main Library

CHAIR: Commissioner Wechsler

MEMBER: Commissioners Crommie and Gee

AGENDA:

1. Discussion, and possible recommendation for approval, of possible revenue enhancements

4/6/94:dm

ACCESSIBLE MEETING POLICY

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6. The meetings will be held at the San Francisco Public Library, first floor, in the Lurie room. The closest accessible BART station is Civic Center. The library is only two blocks from all MUNI lines on Market Street and Van Ness Avenues. For information about MUNI's accessible service call 923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

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#2
4/12/94

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APR 27 1994
SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY
FINANCE COMMITTEE MINUTES, April 12, 1994

I. Meeting called to order at 4:02 PM.

II. Present: Commissioners Wechsler and Crommie
Excused: Commissioner Gee

III. Item Considered by Committee:

A. **Discussion and possible recommendation for approval of possible revenue enhancements.**

Mr. Kenneth E. Dowlin, City Librarian, stated that all revenue enhancements must first be certifiable by the Controller and he discussed possible revenue enhancement ventures for fiscal year 1994/95 as follows:

* Serve as a branch under contract with the Rapid Patent Service Corporation of Washington D.C., designed to electronically search patents and trademarks.

* Provide various journals online through the library's online public access catalogue and charge to download or copy; Mr. Dowlin emphasized that reading online material in the library would remain free.

* Fine and Overdue Book Recovery Program - develop a contract with a library collector agency to recover fines and lost and overdue books.

* Rebid photocopy contract to retain for the library a percentage of copy fees.

IV. **Public Comment:**

Lou Fields, SFPL Custodial Director, discussed the value of maintaining dedicated and reliable custodial personnel.

Rachel MacLachlan, SFPL Security Director, emphasized the security staff's high level of loyalty, stability and extensive training in library policy and procedures.

In response to concerns expressed by Jason Gibbs, Librarians' Guild representative, Mr. Dowlin stated that full cost recovery would be integrated into proposed fees for service.

Neel Parihk, Chief of Branches, suggested establishing a meeting room fee schedule.

In response to an inquiry by Andrea Grimes, Special Collections Librarian, Mr. Dowlin stated that the library is pursuing collection proposals to recoup lost/missing books.

Landis Whistler, Library TNT Chair, noted the professionalism of the security staff. Mr. Whistler suggested that volunteers be utilized to check out books.

Glenda Goldwater, Sunset Cluster Manager, stated that volunteer supervision increase librarian's workload, as does utilizing automation. She objected to part-time Pages receiving health insurance benefits.

Bill Hale, library patron, stated that the public has a right to be heard and requested that the Committee reevaluate scheduling meetings back-to-back with other Lurie Room events.

V. Adjournment: 5:20 PM

4/20/94:dm

DOCUMENTS DEPT.
APR 18 1994
SAN FRANCISCO
PUBLIC LIBRARY

4/19/94

NOTICE OF MEETING

A meeting of the **Finance Committee** of the San Francisco Public Library Commission will be held as follows:

DATE: **Tuesday April 19, 1994**

TIME: **4:00 PM**

PLACE: Lurie Room, Main Library

CHAIR: Commissioner Wechsler

MEMBER: Commissioners Crommie and Gee

AGENDA:

1. Discussion of CALTRANS contract for the planning of the Community Resource Network Project: Ed McBride, Coordinator of Automation Services

2. Discussion and possible recommendation for approval of National Telecommunication Information Administration (NTIA) Grant to build the Community Resource Network Project providing online information directory for City and County Services: Ed McBride

3. Discussion of the Corporation for Public Broadcasting award to KQED/KALW for establishing a Homework Helpline Network in conjunction with San Francisco State University, San Francisco Public Library and The Well: Ed McBride

4/13/94:dm

ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all commission public meetings, the following seven items concerning accessibility will be available.

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to meeting. Late requests will be honored if possible.

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4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 292-2022 at least 72 hours in advance of need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility, In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

6. The meetings will be held at the San Francisco Public Library, first floor, in the Lurie room. The closest accessible BART station is Civic Center. The library is only two blocks from all MUNI lines on Market Street and Van Ness Avenues. For information about MUNI's accessible service call 923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

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AMENDMENT TO FINANCE COMMITTEE MEETING NOTICE

The San Francisco Public Library Finance Committee meeting of April 19, 1994 at 4:00 PM will consider the following additional item on the agenda:

4. Discussion and possible recommendation for converting Branch Libraries to Reading Centers as a possible budget reduction option.

4/15/94:dm

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SAN FRANCISCO PUBLIC LIBRARY
FINANCE COMMITTEE MINUTES, April 19, 1994

I. Meeting called to order at 4:02 PM.

II. Present: Commissioners Wechsler, Crommie and Gee

III. Items Considered by Committee:

A. **Discussion of CALTRANS contract for the planning of the Community Resource Network Project.**

Ed McBride, Coordinator of Automation Services, briefed the Committee on the Library and the Department of Public Health (DPH) collaboration to implement the Community Resource Network a centralized data base, that will list City/County services. The first part of the planing process is entirely underwritten by CALTRANS.

B. **Discussion and possible recommendation for converting Branch Libraries to Reading Centers as a possible budget reduction option.**

Commissioner Crommie moved to postpone discussion until May 17, 1994, to allow for a response from the Controller on the Cost Recovery and Revenue Enhancement FY 1994/95 document.

Action: Unanimously approved

C. **Discussion and possible recommendation for approval of National Telecommunication Information Administration (NTIA) grant to build the Community Resource Network Project providing online information directory for City and County Services.**

Ed McBride reported that NTIA has been charged to develop the national information infrastructure and that the Library as part of a collaboration with the San Francisco Departments of Health, Social Services and the Unified School District, will apply for the NTIA federal grant of

$1.5 million. Mr. McBride stated that the federal grant requires 25% matching funds which will be provided by grants from the Library Foundation and Kresge Foundation. In response to questions from Commissioner Wechsler, Mr. McBride emphasized that general fund money would not be required for this project and that the library would not incur additional expense.

Public Comment:

Carol Steiman, Neighborhood Council member, supported the pursuit of the NTIA grant.

Marty Kashuba, Bernal Branch Library patron, concurred that the Commission should apply for the NTIA grant as long as there is no patron cost to retrieve information in the Library.

D. **Discussion of the Corporation for Public Broadcasting award to KQED/KALW for establishing a Homework Helpline Network in conjunction with San Francisco State University, San Francisco Public Library and The Well.**

Ed McBride briefed the Committee on a combined grant award at no cost to the Library that targets children and teens on use of the Internet. Mr. McBride stated that the grant provides free Internet access and accounts.

Commissioner Wechsler expressed his support of the grant.

Mary Louise Stong, former Library Commissioner, was supportive of the grant stating that the traditional role of the Library is to provide information and that now information is through computer sources well as books.

Edward Benner, library patron, stated that the Library's online catalog should be accessible to the public 24 hours.

IV. Adjournment: 5:09 PM

4/22/94:dm

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NOTICE OF MEETING

A meeting of the **Finance Committee** of the San Francisco Public Library Commission will be held as follows:

DATE: **Tuesday May 17, 1994**

TIME: **4:00 PM**

PLACE: Lurie Room, Main Library

CHAIR: Commissioner Wechsler

MEMBER: Commissioners Crommie and Gee

AGENDA:

1. Recommendation for approval for resolution authorizing the San Francisco Public Library to apply for $150,000 in funds available through the California State Library From Title I of the (Federal) Library Services and Construction Act for providing volunteer-based library services for homebound chronically and terminally ill San Franciscans for FY 1994/95. Indirect costs are included in these funds: Neel Parikh, Chief of Branches

2. Recommendation for approval of resolution authorizing the San Francisco Public Library to apply for funds not to exceed $612,026.00 available through United States Department of Commerce, National Technology information Administration for the purpose of establishing the San Francisco Connection-City and County Online Human Services Directory. Indirect cost are included in this grant award: Ed McBride, Coordinator of Automation Services

3. Discussion and possible recommendation for converting Branch Libraries to Reading Centers as possible budget reduction option. **(Postponed from meeting of April 19, 1994 to allow for a response from the Controller on the Cost Recovery and Revenue Enhancement FY 1994/95)**

4. Discussion and possible recommendation on changes in the Library's schedules of fees, fines and charges: Kenneth Dowlin, City Librarian

5. Update on the status of budget enhancements for FY 1994/95: Kenneth Dowlin

5/11/94:dm
Finance1

ACCESSIBLE MEETING POLICY

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7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

Resolution

(Grant - State Funds)

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO APPLY FOR $150,000 IN FUNDS AVAILABLE THROUGH THE CALIFORNIA STATE LIBRARY FROM TITLE I OF THE (FEDERAL) LIBRARY SERVICES AND CONSTRUCTION ACT FOR PROVIDING VOLUNTEER-BASED LIBRARY SERVICES FOR HOMEBOUND CHRONICALLY AND TERMINALLY ILL SAN FRANCISCANS FOR FISCAL YEAR 1994/5. INDIRECT COSTS ARE INCLUDED IN THESE FUNDS.

WHEREAS, The California State Library has federal Library Service and Construction Act, Title I, funds available for improving public library services; and

WHEREAS, The San Francisco Public Library has been encouraged to submit an application to the State Library to receive such funds for provision of volunteer-based library services and book delivery for homebound chronically and terminally ill San Franciscans; and

WHEREAS, Annually, over 12,000 people in San Francisco are homebound due to chronic or terminal illness; and

WHEREAS, Library services or book delivery service is not currently available in San Francisco for the homebound, now, therefore be it

RESOLVED, That the San Francisco Public Library is authorized to apply for $150,000 available through the State Library from Title I of the Library Services and Construction Act for the Fiscal Year 1994/5 and, be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds; and be it

FURTHER RESOLVED, That there are indirect costs of 5% contained in the budget of this grant.

RESOLUTION #

[Grant - Federal Funds]

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO APPLY FOR FUNDS NOT TO EXCEED $612,026.00 AVAILABLE THROUGH UNITED STATES DEPARTMENT OF COMMERCE, NATIONAL TECHNOLOGY INFORMATION ADMINISTRATION FOR THE PURPOSE OF ESTABLISHING THE SAN FRANCISCO CONNECTION-CITY AND COUNTY ONLINE HUMAN SERVICES DIRECTORY. INDIRECT COST ARE INCLUDED IN THIS GRANT AWARD.

WHEREAS, the Department of Commerce/NTIA has federal funds available for establishing the National Information Infrastructure; and

WHEREAS, The San Francisco Public Library wishes to submit an application to the Department of Commerce/NTIA that will establish the City and County Online Human Services Directory on the San Francisco Connection system. This project will form a partnership with the San Francisco Department of Public Health, Department of Social Services, Department of Recreation and Park, The Mayor's Office of Children, Youth and Their Families, The Art Commission, The Commission on the Status of Women, Channel 54-CityWatch and the Public Housing Department for the purpose of producing a centralized online directory of each departments services; and

WHEREAS, each department will contribute in-kind services not to exceed $214,247; and

WHEREAS, the Corporation of Public Broadcasting/Annenberg CWEIS program will provide matching funds not to exceed $75,000; and

WHEREAS, The San Francisco Library Foundation will provide matching funds for this grant not to exceed $322,213; and

RESOLVED, That the San Francisco Public Library is authorized to apply for federal funds not to exceed $612,026.00 for establishing The San Francisco Connection, City and County Online Human Services Directory; and

RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds; and be it

FURTHER RESOLVED, That the San Francisco Public Library will use CPB/CWEIS and San Francisco Library Foundation funds for the required 50% matching funding for this grant award.

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SAN FRANCISCO PUBLIC LIBRARY
FINANCE COMMITTEE

Minutes for the Meeting of May 17, 1994

I. Meeting called to order at 4:04 PM.

II. Present: Commissioner Wechsler, Chair; and
Commissioner Karen Crommie and
Commissioner Thomas H. Gee, J.D.

III. Items Considered by Committee:

A. **Recommendation for approval for resolution authorizing the San Francisco Public Library to apply for $150,000 in funds available through the California State Library Title I of LSCA for providing volunteer-based library services for homebound chronically and terminally ill San Franciscans for FY 1994/95.**

Mr. Dowlin briefed the Finance Committee of federally funded LSCA grant programs.

Neel Parikh, Chief of Branches, explained the particulars of the Friends For Life Program stating that it is a 2 year LSCA grant that would enable the library to fund a volunteer book delivery program that focuses on servicing homebound chronically and terminally ill San Franciscans.

In response to Commissioner Wechsler, Ms. Parikh stated that the funding will be available in October and that the program will continue to operate through volunteers at the end of 2 years. Commissioner Crommie added that it might be possible to tap into AIDS funding to sustain the program after the duration of the grant.

In response to Commissioner Wechsler, Ms. Parikh stated that a needs assessment with patrons and medical staff will help determine material selection.

In response to Commissioner Gee, Mr. Dowlin stated that the budget would be submitted to the Finance Committee for review.

Commissioner Crommie then made the motion to recommend approval.

ACTION: Unanimously recommended to Commission for approval

B. **Recommendation for approval for resolution authorizing the San Francisco Public Library to apply for funds not to exceed $612,026 available through United States Department of Commerce, National Technology Information Administration (NTIA) grant to establish the San Francisco Connection-City and County Online Human Services Directory.**

Ed McBride, Coordinator of Automation Services, announced that the NTIA proposal received endorsements from Mayor Jordan, the Board of Supervisors and Senator Feinstein, and that Supervisors Leal and Alioto have expressed interest in sponsorship.

Commissioner Crommie made the motion to recommend approval.

ACTION: Unanimously recommended to Commission for approval

C. **Discussion and possible recommendation for converting Branch Libraries to Reading Centers as a possible budget reduction option.** (Postponed from meeting of April 19, 1994, to allow for a response from the Controller on the Cost Recovery and Revenue Enhancement FY 1994/95)

Because the Cost Recovery and Revenue Enhancement strategies were accepted by the Controller and the Mayor's budget analyst, Commissioner Crommie made the motion to table discussion.

Bill Hale objected to postponement of discussion stating it does not resolve the issue and that the library will have to start closing branches to provide quality in the system.

In response to Mr. Hale, Commissioner Wechsler stated that the Commission wants to gain more budget information before considering the proposal and that the Commission's objective is to give the public what it desires and to maintain a quality library system. He stated to act otherwise would be imprudent.

Mr. Hale continued to emphasize that the Commission is doing nothing regarding the shortcomings of the Cost Recovery Program.

Mr. Dowlin stated that the Commission is exploring their adopted options in rank order sequence and working towards resolving concerns of rankings 1, 2, 3, and 4.

Commissioner Wechsler requested that Mr. Hale articulate his suggestions in writing for Commission review.

Commissioner Gee commented that he agreed with Commissioner Crommie's move to table. He stated that he was not ready to make any major decision until the Commission obtains more information on the other options.

Commissioner Crommie noted that all the Commission handouts have been made available to the public and that option 5 will not be considered until the other options are explored. Commissioner Crommie stated that she has been a firm believer in no branch closures irrespective of political expedience.

Dick Millet, Potrero Hill patron, expressed his concern over inadequate library service hours at Potrero Branch Library. He stated that the location of Potrero Hill Library is inaccessible to neighboring Mission Branch and that before the Commission pursues a first class Main Library they should make sure the branch libraries survive.

Landis Whistler, Library TNT chairman, expressed appreciation for Commissioner Crommie's long record of Branch Library support.

In response to Mr. Whistler, Donna Marion, Assistant to the Library Commission, reported that the graphic recorder delivered the material from the Commission's April Orientation meeting on Friday and that copies would be distributed to the public, but that a copy had been posted since Friday on the Commission bulletin board.

Commissioner Gee stated that the Commission must consider the best methods for serving the public throughout the entire library system and not just for individual branches.

Commissioner Wechsler stated that the value of computer technology should not be downgraded.

Commission Gee then seconded the motion to table item 3 of the agenda.

ACTION: Item tabled

D. **Discussion and possible recommendation on changes in the Library's schedules of fees, fines and charges and update on the status of budget enhancements for FY 1994/95.**

Mr. Dowlin presented a budget overview and stated that the Board of Supervisors budget analyst agreed with the entire Cost Containment and Revenue Enhancement program. He stated that the budget analyst suggested changes in public policy as follows:

a. Increase overdue fines charging

- adult/senior $.15 per day per book
- charge children $.05 per day per book
- charge a maximum overdue fine of the price of
- the book. (Attachment)

Mr. Dowlin stated that he presents this as a policy issue at the discretion of the Commission and he encouraged Commission and public comment.

In response to Mr. Dowlin, Commissioner Cromie stated that this is something the Commission should look into and Commissioners Gee and Wechsler expressed interest in pursuing this as a way to increase revenue.

Mr. Dowlin stated that he would prepare a resolution around this issue to present to the Commission.

Toni Bernardi, Coordinator of Children's Services, provided history on library fines and children's services. Ms. Bernardi stated that in 1974, the library discontinued fines for children because of the following:

* Children suffer
* no income
* 20% live in poverty; become targets; can not pay fine
* English as second language/difficulty comprehending requirements
* no control of their life
* lack of understanding by parents
* denied access of material by parents if fined

Ms. Bernardi requested that the Commission seriously consider these factor before making a decision.

In response to Commissioner Crommie, Ms. Bernardi stated that children's library cards are issued up to the age of 13, and beyond that age teen cards are issued.

Commissioner Crommie stated that the library could consider waiving fines up to age 13 and charge teens.

Lorraine Honig, Colman Advocates for Children and Youth, expressed concurrence with Ms. Bernardi and she emphasized the effect fining children of poverty would have on their access to the library. Ms. Honig stated that San Francisco needs to become more children friendly.

In response to Commissioner Wechsler, Ms. Parkih stated that the library teaches children responsibility in that they are still responsible for returning their books and that the library charges children for lost book, but does not charge for late fees.

Linda Geistlinger, Head Librarian of Main Children's Room, reflected on when the library charged children $.2 per day late fee. She stated that parents would admonish the child or indicate the child would no longer have library privileges. Ms. Geistlinger stated that punishment for children is taking away their check-out privilege.

Commissioner Wechsler stated that he felt that the Commission is trying to create good habits and a sense of responsibility for library property and he questioned the amount of lost children materials.

Audrey Wood, retired Head Librarian of Main Children's Room, stated that she agreed with the previous speakers and she stressed that children are not the only persons to check out children's materials.

Jacky Spenser-Davies, library patron, stated that children are powerless and will cease to use the library. She stated that punitive methods should not be used to encourage responsibility.

Roberto Esteves, Assistant Chief of Main and Manager of Borrower Services, discouraged increasing the maximum overdue fine to that of the price of the book. Mr. Esteves stated that the library has collections that are more valuable than the price the library has on the book.

Cooley Windsor, Library Secretary, spoke on behalf of Karen Pierce, President of the Bayview/Hunters Point Democratic Club, stating that Mrs. Pierce expressed concern regarding fines and the proposed collection agency efforts and that she will be writing the Commission to propose allowing individuals without financial resources to work off fines through community service organizations.

David Gabler, SEIU Local 790 business agent, suggested that no action be taken to increase fines if there is not a problem with the present system.

In response to Mr. Gabler, Mr. Dowlin stated that the $236,755 figure addressing the annual savings through contracting out custodial and security services in support services came as a request from the Mayor's Office to resolicit bid information.

Commissioner Crommie suggested that the Committee separate the possibility of increasing fines for adults from children and teens.

Commissioner Gee suggested that the Committee think of a method of teaching children responsibility.

Mr. Dowlin stated that a resolution would be prepared to submit to the Commission.

Mr. Dowlin stated that the Supervisors' budget analyst indicated that the Library has the equivalent of $343,435 in staff that could be eligible for funding under the children's amendment and he stated that the funds would have to come from the new appropriation of the children's amendment fund.

Landis Whistler suggested that the Committee recommend to the City Librarian that he establish a budgetary priority list in the event Proposition E is successful.

IV. Commissioner Crommie made the motion to adjourn the meeting.

ACTION: Unanimously approve
adjourn 5:45 PM

5/19/94:dm
Finance

Resolution

(Grant - State Funds)

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO APPLY FOR $150,000 IN FUNDS AVAILABLE THROUGH THE CALIFORNIA STATE LIBRARY FROM TITLE I OF THE (FEDERAL) LIBRARY SERVICES AND CONSTRUCTION ACT FOR PROVIDING VOLUNTEER-BASED LIBRARY SERVICES FOR HOMEBOUND CHRONICALLY AND TERMINALLY ILL SAN FRANCISCANS FOR FISCAL YEAR 1994/5. INDIRECT COSTS ARE INCLUDED IN THESE FUNDS.

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WHEREAS, Library services or book delivery service is not currently available in San Francisco for the homebound, now, therefore be it

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FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds; and be it

FURTHER RESOLVED, That there are indirect costs of 5% contained in the budget of this grant.

RESOLUTION #

[Grant - Federal Funds]

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO APPLY FOR FUNDS NOT TO EXCEED $612,026.00 AVAILABLE THROUGH UNITED STATES DEPARTMENT OF COMMERCE, NATIONAL TECHNOLOGY INFORMATION ADMINISTRATION FOR THE PURPOSE OF ESTABLISHING THE SAN FRANCISCO CONNECTION-CITY AND COUNTY ONLINE HUMAN SERVICES DIRECTORY. INDIRECT COST ARE INCLUDED IN THIS GRANT AWARD.

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FURTHER RESOLVED, That the San Francisco Public Library will use CPB/CWEIS and San Francisco Library Foundation funds for the required 50% matching funding for this grant award.

SCHEDULE OF FINES, FEES AND CHARGES

A. FINE SCHEDULE

		Fine Per Day	Maximum Fine
1.	Adult Materials (except those borrowed by Senior citizens)		
	a. Books	.10	$5.00
	b. Phonorecords	.10	$5.00
	c. Audio Cassettes	.10	$5.00
	d. Books-on-Tape	.10	$5.00
	e. Magazines	.10	Up to the price of single issue
	f. Paperbacks		
	uncataloged	.10	$0.50
	cataloged	.10	$5.00
2.	Juvenile Materials	No charge	
3.	Special Materials		
	a. Art Prints	$1.00	$10.00
	b. Videotapes	$1.00	$10.00
	booklets	.25	$ 3.00
	c. Sheet Music	.10	$ 5.00
4.	Senior Citizen Fine Discount (over age 65)		
	a. Adult Materials	.05	$ 5.00

Discount does not apply to special materials

B. REPLACEMENT CHARGES FOR LOST LIBRARY CARDS

a.	Adult	$2.00
b.	Children	$ .50

C. REPLACEMENT CHARGES FOR LOST MATERIALS

1. Books "In-Print"

All unreturned books are priced at the current retail replacement cost as listed in the latest edition of Books in Print.

2. Books "Out-of-Print" (Bowker Annual, 1989-1990)

Adult non-fiction	$25.00
Adult fiction	$18.00
Juvenile	$12.00
Paperbacks (including those in pamphlet binders)	
Cataloged	$15.00
Uncataloged	$ 5.00
Pamphlets	$ 2.00

3. Other Materials

Periodicals	$ 3.00
Phonorecords (per disc)	$ 9.00
Audiocassettes (per tape)	$11.00
Videotapes (Obtain price from Video Services, Circulating Library)	
Lost booklets and libretti from A/V materials (Obtain price from Art/Music Dept.)	
Sheet Music (Obtain price from Art/Music Dept.)	
Musical Scores (Obtain price from Art/Music Dept.)	

4. Processing surcharge

All Cataloged Materials	$ 5.00
All Uncataloged Materials (paperbacks, periodicals, other ephemeral items)	$ 2.00

D. DAMAGE CHARGES

1. Standard damage charges:

Lost date due slip	.10
Missing or damaged	
barcode label	.25
mylar book cover	.25
plastic PD sleeve	$1.00
audiocassette case	$1.00
videocassette case	$3.00
Crayoning on a single page	.25

2. Assessment of charges for other types of damage is referred to the librarian in charge of the collection.

E. SERVICE FEES

1. Borrowers' Cards

a. San Francisco and California residents	Free
b. Visitor's Card (non-CA resident)	
Deposit (refundable)	$10.00
Service Charge (non-refundable)	$10.00
c. Firm Card	Free

2. Reservations on Materials	
Reserve Postcard Fee (per item)	.25
3. Videotapes	
Unrewound Videotape Fee (each)	.50
4. Payments	
Returned Check Fee (each)	$10.00

DEPARTMENT: Public Library

Overview

The Budget Analyst has identified the following seven programs in the Public Library: (1) Main Library, (2) Branch Libraries, (3) Technical Services, (4) Automation, (5) Support Services, (6) Administration and (7) Children's Budget. An organization chart is attached for further reference. However, for purposes of comparison with the Public Library's budget, we show combined totals for Technical Services/Automation and Support Services/Administration.

There are no significant changes in the Public Library's proposed FY 1994-95 budget as compared with the FY 1993-94 budget. The Public Library has complied with the Mayor's proposed $452,000 reduction in their FY 1994-95 budget by adjusting the amount budgeted for salary savings.

Overall, the proposed recommendations include a total of $222,692 annual savings from the elimination of three positions and a new downward classification in Administration, $236,755 annual savings through contracting out custodial and security services in Support Services and $237,944 of annual additional revenues by hiring a collection agency to recover outstanding fines and implementing a fee-for-service electronic online system for FY 1994-95. The revenue enhancement initiatives were developed by the City Librarian and have been approved in concept by the Library Commission.

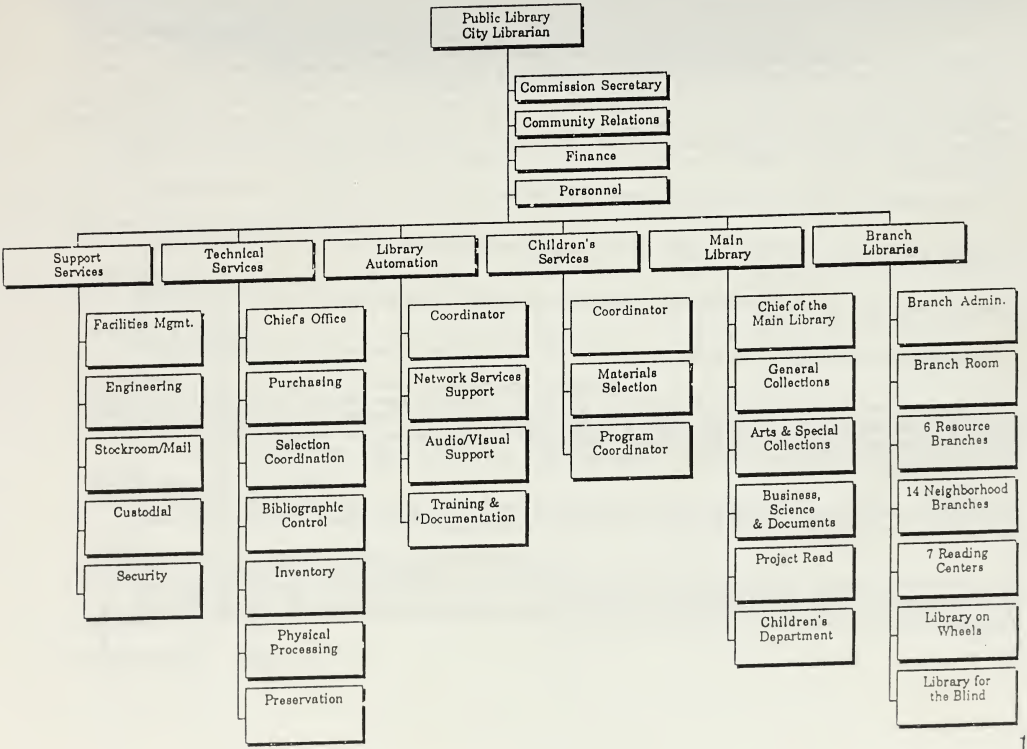
In addition to these recommendations, the Budget Analyst has included the following major policy options for consideration by the Board of Supervisors:

- Increase overdue fines for adults and seniors, institute fines for children and eliminate the $5 maximum for fines - estimated $60,000 additional annual revenue.

- Close Branch Libraries, based on levels of use, extent of resources, population and geographic proximity to alternative Branches - up to $828,870 savings annually.

- Transfer funding of dedicated children's services from the General Fund to the Children's Fund - $343,435 annual savings.

However, it should be noted that Proposition E, based on an initiative petition, has been placed on the June 7, 1994 City ballot. Proposition E would require the City to establish a Library Preservation Fund, to maintain funding for the Public Library at a level no lower than the amount provided in FY 1992-93 and to keep the Main Library and all 26 Branch Libraries open for a specified minimim number of hours per week. Since Proposition E does not identify additional revenues to fund this increase in services, other City department's spending would have to be reduced or new revenues found to fund these increased Public Library services. The Controller estimates that Proposition E would result in a total funding commitment for the Public Library of approximately $34 million in FY 1994-95, with this amount escalating in future years. This estimated $34 million under Proposition E, is in comparison with the currently proposed FY 1994-95 Library budget of $20.8 million, or an increase of $13.2 million.


Public Library
City Librarian
Commission Secretary
Community Relations
Finance
Personnel
Support Services
Facilities Mgmt.
Engineering
Stockroom/Mail
Custodial
Security
Technical Services
Chief's Office
Purchasing
Selection Coordination
Bibliographic Control
Inventory
Physical Processing
Preservation
Library Automation
Coordinator
Network Services Support
Audio/Visual Support
Training & Documentation
Children's Services
Coordinntor
Materials Selection
Program Coordinator
Main Library
Chief of the Main Library
General Collections
Arts & Special Collections
Business, Science & Documents
Project Read
Children's Department
Branch Libraries
Branch Admin.
Branch Room
6 Resource Branches
14 Neighborhood Branches
7 Reading Centers
Library on Wheels
Library for the Blind

Department: Public Library
Program: Main Library

Policy Options for 1994-95

1. If the recommendation regarding reclassification of Pages is not implemented, contract out shelving of all Library materials.

The Library currently uses a 3602 Page classification, at an hourly rate of $10.88, to sort, shelve, cull and process books on the library shelves for use by Library patrons as well as to perform various other functions in the Library. Although the Library has determined that the San Francisco Conservation Corps cannot provide these services at a lower cost, the Library should futher investigate the potential for contracting out such services, through the Private Industry Council (PIC) or other interested parties, to determine whether such services could be provided at a lower cost. In the Main Library, approximately 14.6 Page positions and in the Branch Libraries, approximately 7.5 Page positions could be affected. Until a bid is received or a viable contractor is selected, the estimated amount of savings cannot be accurately determined.

Fiscal Year 1994-95 Recommendations

Department: Library
Program: Branch Libraries

Impact of Funding Adjustments:

1993-94 Funding Level: $5,512,576

% 1993-94	$ Amount	Impact

Recommended 1994-95 Funding Levels:

	Department	Mayor's Office	Budget Analyst
	$5,426,158	$5,426,158	$5,426,158

Explanation of Differences:

The Budget Analyst concurs with the Department. Please see Budget Analyst Policy Options section for option that would close lowest-ranked Branch Libraries.

In addition, if the Public Library contracts with another provider for these on-line services, the Library estimates that the average charge would be $12 per transaction, of which the Library would receive ten percent of the total charges generated. If 30 transactions occurred each day, it would result in approximately 9,000 transactions per year, or approximately $108,000 of total charges, of which the Library would receive approximately $10,800 annually. Assuming implementation for six months in FY 1994-95 would generate approximately $5,400.

If these systems are successful, there may be the potential for increased revenues in future years.

2. Conduct competitive bidding for collection agency to recover outstanding fines and lost books. Estimated additional annual revenue = $215,294.

The Library estimates that, as of March 18, 1994, there was approximately $2.8 million of delinquent fines, lost books, including processing fees, and other late fines owed to San Francisco's Public Library. In accordance with the City's Administrative Code Section 10.38, the Public Library is responsible for collecting its own debts for all accounts under $300. Based on a survey, the Budget Analyst reports that numerous public libraries in the State, including Berkeley, Oakland, Los Angeles and San Diego use collection agencies to recover their outstanding fine and lost book revenues. The Library should conduct a competitive bid to secure a collection agency to recover the City's outstanding fines and lost book revenues, as proposed by the City Librarian and approved, in concept, by the Library Commission. The Library estimates that, assuming one-half of the fine revenues and ten percent of the payments for lost books would be recovered, a total of $430,587 would be recouped. However, based on discussions with the Tax Collector's Office, assuming that the City would be required to pay the collection agency approximately 50 percent of the revenue recovered, the City's net revenues would be approximately $215,294 in FY 1994-95.

Department: Public Library
Program: Branches

Policy Options for 1994-95

1. Close Branch Libraries, based on levels of use, extent of resources, population and geographic proximity to alternative Branches. Estimated annual savings = $237,621 up to $828,870.

The Library ranked all of their facilities from one (most important) to 30 (least important) based on four basic criteria: (1) geographic proximity to a larger facility; (2) extent of available or special resources; (3) level of circulation and patron counts; and (4) geographic and population distribution. The following facilities represent the six lowest ranked facilities:

Branch	1993-94 Staffing	1993-94 Funding	Cumulative Funding Reduction
Library for Blind/Print Handicap*	5.1 FTEs	$237,621	$237,621
Golden Gate Valley Reading Center	1.75 FTEs	76,446	314,067
Glen Park Reading Center	1.9 FTEs	106,854	420,921
Ingleside Reading Center	3.15 FTEs	196,546	617,467
Presidio Reading Center	1.96 FTEs	93,717	711,184
Portola Reading Center	2.1 FTEs	117,686	828,870

*The Library reports that the Library for the Blind and Print Handicapped was ranked last because it serves the smallest clientele and could be provided by the State Library. By law, all blind residents have the right to talking book and braille collections offered through mail service, which is provided by the State Library. According to the Library, only three cities in California have opted, without any subsidy, to provide more personal services for their blind residents (Los Angeles, Fresno and San Francisco).

2. Transfer funding of dedicated children services from the General Fund to the Children's Fund. Estimated annual savings = $343,435.

Proposition J, the Children's Amendment approved by San Francisco's voters in 1991 established a baseline of funding for children's services which would continue to be funded in future years. However, due to an oversight, the Public Library did not initially identify all of their children's services. As a result, 5.5 FTE dedicated positions in the Branches, totalling approximately $343,435 in FY 1993-94, have continued to be funded through the City's regular General Fund budget, rather than under the Children's Amendment. If these positions and funds could be transferred from the General Fund to the Children's Amendment additional dedicated funding source, it could result in an offsetting savings of up to $343,435 to the General Fund. In addition, the Library reports that there is approximately $184,000 of additional Page positions shelving children's books in the Branches, services provided to teenagers and other children's material and supplies costs that are funded with General Fund revenues that are not included in the above estimates.

Department: Public Library
Program: Administration

Policy Options for 1994-95

1. Increase overdue fines for adults and seniors, institute fines for children and eliminate the $5 maximum for fines. Estimated additional annual revenue = $60,000.

Current overdue fines are $.10 per day for adults and $.05 per day for seniors for each overdue book, except for videotapes which are $1.00 per day and CDs which are $.50 per day. However, regardless of the length of time that an individual keeps a book, the Library does not charge more than $5 for any overdue book. Therefore, at $.10 per day, a delinquent patron reaches this maximum after 50 days. These fines were last increased in 1990. The Library has budgeted $119,952 of revenue from the current overdue fines for FY 1993-94. According to the Library, children's finds were eliminated in 1974 based on a Task Force Study and the Library's current policy is that no fines are charged to children. It should be noted that Public Library cards are free, there is no charge to check out books or other materials and these materials can be renewed at no additional charge. The Budget Analyst recommends that overdue fines be increased for both adults and seniors to $.15 per day per book, that children be charged $.05 per day per book and that the Library charge a maximum overdue fine of the price of the book. Due to the lack of available date, we cannot accurately estimate the amount of additional annual revenue such changes in fines would generate. However, such changes should result in a minimum of a 50 percent increase in revenues, or approximately $60,000 annually. Furthermore, more materials will be returned to the Library in a timely fashion, permitting greater circulation of existing materials.

City and County of San Francisco
Public Library Commission

Frank M. Jordan
Mayor

James P. Herlihy
President
Karen Crommie
Vice President

Thomas H. Gee, J.D.
Walter G. Jebe, Sr.
Fran A. Streets
Norman V. Wechsler
Jan Zivic
Commissioners

Kenneth E. Dowlin
City Librarian

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NOTICE OF MEETING

A meeting of the **Finance Committee** of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, June 21, 1994

TIME: 4:00 PM - 5:00 PM

PLACE: Lurie Room, Main Library

CHAIR: Commissioner Wechsler

MEMBER: Commissioners Crommie and Gee

AGENDA:

1. Action to remove item from agenda: A proposal for converting some branch libraries to reading centers was placed on the agenda for this meeting at the April 19, 1994, meeting of the Finance Committee; **the Chair will invite a motion to table the conversion of branch libraries to reading centers and to remove the item from the agenda:** Commissioner Norman Wechsler

2. Discussion and possible recommendation for converting Branch Libraries to Reading Centers as possible budget reduction option: (Postponed from meeting of April 19, 1994)

3. Recommendation for approval of resolution authorizing Fuhrman Fund expenditure:
   Resolved, That the San Francisco Public Library authorizes the expenditure of $311,000 for fiscal year 1994/95 from revenues accrued in the Fuhrman Fund, funds to be expended for the purchase of materials in the fields of economics and political science.
   Nancy Musser, Chief of Technical Services

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

4. Recommendation for approval of resolution authorizing the City Librarian to prepare a new library schedule of fees, fines and charges for non-returned materials for Commission approval and to request the Board of Supervisors to authorize the Library to retain the funds for purchase of replacement materials: Kenneth Dowlin, City Librarian

5. Update on the status of revenue enhancements for fiscal year 1994/95: Kenneth Dowlin

6. Discussion of steps the Library will take to ensure the most effective management of revenues: Kenneth Dowlin

6/15/94:dm
Finance

ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all commission public meetings, the following seven items concerning accessibility will be available.

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling a 557-4433 (TDD) or 557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800-735-2929 (TDD) or 1-800-735-2922 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 292-2022 at least 72 hours in advance of need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility, In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

6. The meetings will be held at the San Francisco Public Library, first floor, in the Lurie room. The closest accessible BART station is Civic Center. The library is only two blocks from all MUNI lines on Market Street and Van Ness Avenues. For information about MUNI's accessible service call 923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

City and County of San Francisco
Public Library Commission

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KENNETH E. DOWLIN
City Librarian

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SAN FRANCISCO PUBLIC LIBRARY
Finance Committee

Minutes for the Meeting of June 21, 1994

I. Meeting called to order at 4:00 PM

II. Members present: Commissioners Norman Wechsler, Chair; Karen Crommie; and Thomas H. Gee, J.D.

III. **Items considered by Committee**

1. **Action to remove item from agenda to convert some branch libraries to reading center.**

   Commissioner Crommie moved to remove the item from the agenda.

   ACTION: Unanimously approved

2. **Recommendation for approval of resolution authorizing Fuhrman Fund expenditure of $311,000 for fiscal year 1994/95 from revenues accrued in the Fuhrman Fund, funds to be expended for the purchase of materials in the field of economics and political science.**

   Nancy Musser, Chief of Technical Services, briefed the Committee of the Fuhrman bequest and she requested authorization to expend $311,000 from the Fuhrman fund to purchase materials in the field of economics and political science.

In response to Commissioner Wechsler, Ms. Musser stated that the purchase of books is on-going and that each branch and department make their individual selection of economic and political science material from a central pre-selection list.

Kenneth Dowlin, City Librarian described the bid methods by which the Library purchases books and materials and how discount rates are applied by vendors.

The City Library stated that the Fuhrman Bequest revenue is generated from interest and income that the principle remains.

It was moved by Commissioner Gee to recommend approval.

ACTION: Unanimously recommended to Commission for approval

3. **Recommendation for approval of resolution authorizing the City Librarian to prepare a new library schedule of fees, fines and charges for non-returned materials for Commission approval and to request the Board of Supervisors to authorize the Library to retain the funds for purchase of replacement materials.**

Mr. Dowlin indicated that the City Attorney was in the process of making revisions in light of Proposition E passage and that fines and fees will be addressed at the next Commission meeting. He stated that due to the passage of Proposition E the Board of Supervisors might not favor fines and fees retention. The City Librarian reviewed the status of the cost containment options and the recent Board of Supervisors action regarding contracting out for services.

Jason Gibbs, Librarians' Guild representative, stated that any attempt to raise fines after the passage of Proposition E could be perceived negatively by the public and he suggested that the Commission rescind the cost containment element of contracting out.

Commissioner Wechsler stated that non-returned books should be accounted for.

Ed Regan, San Francisco resident, opposed contracting out.

In response to Miriam Blaustein, a library patron, Mr. Dowlin stated that the Library will present at the next Commission meeting statistics regarding lost books.

Commissioner Crommie expressed support for the library retaining lost material payments in order to purchase equivalent replacements. She questioned the library retaining late fees and moved that discussion of fines and fees be presented at the next regular Commission meeting.

ACTION: Unanimously recommended for discussion at the next regular Commission meeting

4. **Discussion of steps the Library will take to ensure the most effective management of revenues.**

Mr. Dowlin stated that at the entire budget process will be discussed at the Special Commission meeting that afternoon.

In response to Commissioner Wechsler, Mr. Dowlin stated that for the next 15 years Proposition E will set the funding levels for the baseline budget and the Library Preservation Fund.

Ed Regan suggested that a lost book report be made available to the public.

IV. **Adjournment**

Commissioner Crommie moved to adjourn the meeting.

ACTION: Unanimously approved

The June 21, 1994, Finance Committee meeting of the San Francisco Public Library Commission was adjourned at 4:27 PM.

6/27/94:dm
Finance

LIBRARY PRESERVATION FUND
SIX-MONTH IMPLEMENTATION STRATEGY
STAFF RECOMMENDATION

◇ Planning. The Library and the Library Commission will plan service enhancements based on information gathered about neighborhood service priorities:

- Commission implements and reports on a survey of "users preferences as to the facility's operating hours" for each library facility.
- Library Administration creates draft update of the Library five-year plan to reflect enhanced resources.
- Commission conducts public hearings in 27 library locations to discuss the above documents.
- Library Commission reviews report of hearings and adopts policy for implementation of enhanced budget.
- City Librarian meets with appropriate city departments heads to establish a process to expedite implementation of enhanced services.
- City Attorney advises and counsels the Library Commission and Administration on legal parameters for implementing Proposition E.
- Community Relations Department develops public awareness of the Library's planning strategy and the opportunities for public participation in the process.

◇ Enhanced Book Collection. The Library will implement an aggressive program to provide the public with enhanced book collections.

- Purchases popular books and materials covering heavily requested topics for which the library has never been able to meet community demand.
- Begins placing materials in libraries by July 1994.
- Makes the public aware of new services and enhanced collections.

◇ Implementation.

Finance:

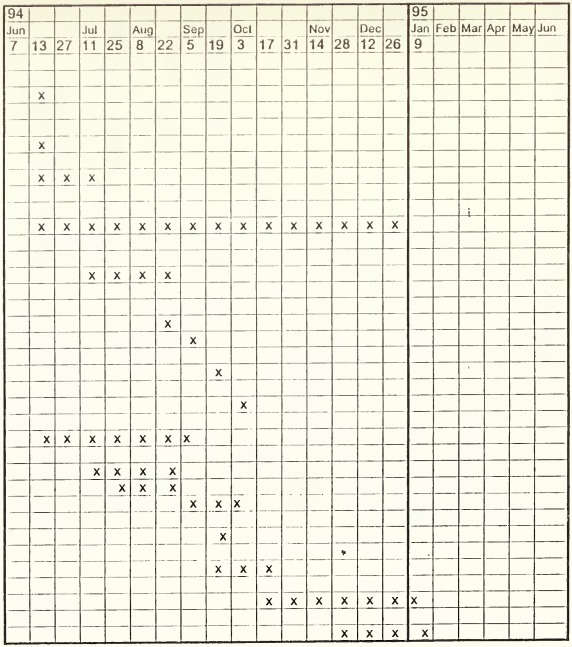
Based on information gathered during the public hearings, the Library Administration will prepare a comprehensive budget implementing Commission policy for enhanced services.

Human Resources:

- Identifies staffing configuration
- Conducts classification audit
- Implements exam process
- Creates employment lists
- Processes requisitions
- Certifies, interviews, selects and hires staff
- Trains employees.

Planning

Plan Service enhancements based on information gathered about neighborhood service priorities:



Enhanced Book Collection

The Library will implement an aggressive program to provide the public enhanced book collections:

94																		95						
Jun			Jul		Aug		Sep		Oct			Nov		Dec		Jan	Feb	Mar	Apr	May	Jun
7	13	27	11	25	8	22	5	19	3	17	31	14	28	12	26	9						
Enhance book collection	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x						

Implementation

Finance & Human Resources components

94																		95						
Jun			Jul		Aug		Sep		Oct			Nov		Dec		Jan	Feb	Mar	Apr	May	Jun
7	13	27	11	25	8	22	5	19	3	17	31	14	28	12	26	9						
Prepare a comprehensive budget implementing the Commission policy for enhanced services	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x						
Human Resources receives additional staff from post-charter planning budget		x	x	x																		
Audit positions needed to hire, exam process implemented				x	x	x																
Classification requests posted for adoption						x	x															
All exam completed						x	x															
All requisitions processed, certifications issued							x	x														
Candidates respond to certifications									x													
Offer positions to candidates										x	x											
Begin to process new hires											x	x	x	x								
Train & orient new staff															x	x						

City and County of San Francisco
Public Library Commission

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KENNETH E. DOWLIN
City Librarian

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SAN FRANCISCO PUBLIC LIBRARY
FINANCE COMMITTEE

Minutes for the Meeting of July 19, 1994

I. Meeting called to order at 4:00 PM

II. Present: Commissioners Norman Wechsler, Chair;
Karen Crommie and Thomas H. Gee, J.D.

III. ITEMS CONSIDERED BY COMMITTEE

1. **Recommendation for action concerning the Mayor's Office of Children, Youth, & Their Families' request to turn back approximately $420,000 of the 1994-95 Children's Fund previously allocated**

Julia Moll, Deputy City Attorney, explained that when the request to recapture the Children's fund was presented to the Library, the authority to take such action was with the Board of Supervisors. Ms. Moll stated that the Mayor's Office of Children, Youth, and Their Families has reconsidered its request, but that the Board of Supervisors could return the funds that have already been transferred to the Library. She pointed out that the Board would still be responsible to provide the same dollar amount to the Library because of the baseline budget provision of proposition E. (Attachment)

2. **Recommendation for action authorizing the San Francisco Public Library to contract out for budget preparation**

Kenneth Dowlin, City Librarian, briefed the Committee on the results of soliciting proposals to provide finance and accounting implementation services for the Library. Mr. Dowlin advised that the controller certified that it was more cost effective to perform that service in-house. The city librarian requested that the Committee concur with in-house budget preparation. (Attachments)

Commissioner Wechsler explained that the issue of contracting out for maintenance and security is still under advisement and will be discussed at a future date.

Commissioner Crommie made the motion to recommend approval.

ACTION: Unanimously recommended to Commission for approval

In response to Landis Whistler, Library TNT chairman, Commissioner Wechsler reiterated that contracting out Library maintenance and security will remain an issue until the Library budget is resolved.

David Gabler, Local 790 SEIU representative, suggested that discussion of contracting out be set aside and not remain an option.

3. **Discussion of proposed expenditures to implement Proposition E**

Mr. Dowlin reported that the supplemental budget request was currently in the Mayor's office awaiting approval before being forwarded to the Board of Supervisors.

Commissioner Crommie clarified that her highest priority is to increase branch hours within fiscal reason.

Commissioner Gee stated that the first priority of funding is to implement Proposition E.

Landis Whistler congratulated Commissioner Crommie, Kenneth Dowlin and Seema Grover for considering budget factors while pursuing the 60 hours service goal.

Public speaker #2 stated that the public wants increased hours and warned that the Commission is becoming involved in micromanagement.

Commissioner Wechsler assured Mr. Regan that current discussion focused on renovating existing branches.

IV. **Adjournment**

Commissioner Crommie moved to adjourn the meeting.

ACTION: Unanimously approved

The July 19, 1994, Finance Committee meeting of the San Francisco Public Library Commission was adjourned at 4:34 PM.

7/29/94:dm
Finance

Mayor's Office of Children,
Youth, & Their Families



FRANK M. JORDAN
MAYOR

ANTHONY LINCOLN
DIRECTOR

July 6, 1994

Mr. Ken Dowlin
City Librarian
San Francisco Public Libraries
45 Hyde Street
San Francisco, CA 94102

Dear Ken:

I am writing to solicit your cooperation in these difficult fiscal times. As you may know, during our most recent Request for Proposal process, we received over $28 million in requests from community based organizations serving children and families. Although we were very surprised at the high level of requests, it is perhaps not so unusual considering the severe cuts in United Way funding, and the diminishing public resources available to community based organizations.

We had originally allocated approximately $6 million of the 1994-95 Children's Fund for new grants to community based organizations. After realizing the magnitude of the requests, we decided to allocate an additional $800,000 which had been set aside for matching and leveraging state and federal dollars. We also received an increase of approximately $1 million from delinquent tax revenues. All total, we allocated approximately $7.8 million in this recent funding process.

Unfortunately, even with our increase in funds, we still were unable to continue some of our current funding for community based organizations. For example, we have had to reduce the funds available for child care slots. This means that many families who currently have children in child care slots subisidized by the Children's Fund will now be without child care.

This is obviously an unacceptable scenario, and we are looking at all options to try and rectify this problem. I am writing to ask you and the Commission to consider returning the baseline funding you currently receive to the Children's Fund. I am hopeful that the valuable programs which the Public Libraries operate with the Children's Fund can be absorbed within your newly increased budget. If this is possible, the approximately $420,000 which is

10 United Nations Plaza, Suite 260 • San Francisco, California 94102 • (415) 554-8990 • FAX (415) 554-8965

currently allocated to the Public Libraries can be used to fill some of the significant gaps in funding for other children's services.

I would appreciate it if you could bring this matter before the Public Library Commission as soon as possible. Many of the organizations which we have had to deny funding have had to cut services to families beginning July 1, and we are committed to restoring these services as soon as possible with the minimum of disruption.

I will call you within the next day or so to discuss this matter further. I can be reached at 554-8990 if you have any questions. Thank you for your ongoing efforts on behalf of our City's children and families.

Sincerely,

Anthony Lincoln
Director

cc: Teresa Serata

MEMORANDUM

TO: Members, Public Library Commission
FROM: Kenneth E. Dowlin, City Librarian
DATE: July 19, 1994
SUBJ: RFP for Finance and Accounting Services

On June 29, 1994, the Public Library issued a request for proposal (RFP) for finance and accounting services to implement Proposition E, as authorized in Resolution #1682 which the Commission approved at its special meeting of June 21, 1994.

Library staff obtained listings of possible service providers from the San Francisco Human Rights Commission that were certified local minority and woman-owned businesses (MBE/WBE). Of the nine vendors contacted by phone, four requested a faxed copy of the RFP. Of those four, one submitted a bid by noon, July 5, 1994.

The library is in receipt of a proposal from The Budget Analyst Joint Venture to provide finance and accounting implementation for Proposition E at a cost not to exceed $150,000. The Budget Analyst Joint Venture has estimated that the project will require between 1,500 and 1,700 professional staff hours, and proposes billing the Public Library on an hourly basis at the same discounted rate used for the recent zero-base budget analysis of the City and County's budget.

Library staff estimates the cost of performing finance and accounting services in-house to implement Proposition E at an annual total of $86,814. This amount would provide one 1820 junior administrative analyst supported by one 1426 senior clerk typist. A six-month request for these two positions would represent an expenditure of $43,407.

BUDGET ANALYST - A JOINT VENTURE

1390 MARKET STREET, SUITE 1025
SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

July 1, 1994

Mr. Kenneth Dowlin
City Librarian
San Francisco Public Library
45 Hyde Street, Room 206
San Francisco, California 94102

Dear Mr. Dowlin:

The Budget Analyst - A Joint Venture, is pleased to submit this proposal to provide Finance and Accounting Implementation Services for the San Francisco Public Library. Our proposal is structured to provide the Library with a high level of expert staff in support of the implementation system for the Library Preservation Fund.

As the Budget Analyst for the San Francisco Board of Supervisors, our joint venture is uniquely qualified to perform this engagement. In that capacity, we recently completed a zero base analysis of the City and County of San Francisco's budget, including the San Francisco Public Library. We are extremely familiar with the current budget of the San Francisco Public Library, the City's accounting and budget systems and the rules, regulations and procedures that govern the operation of City departments.

Our proposal is designed to tailor a detailed work plan to meet the specific needs of the San Francisco Public Library and to perform the needed services within the fiscal constraints and limitations set forth by the San Francisco Public Library Commission.

We are grateful for this opportunity to respond to your Request for Proposal and look forward to a productive working relationship with the San Francisco Public Library Commission, management and staff.

Sincerely,

Debra A. Newman

PROPOSAL TO PROVIDE FINANCE AND ACCOUNTING
IMPLEMENTATION SERVICES FOR THE
SAN FRANCISCO PUBLIC LIBRARY

Introduction

The Budget Analyst, a Joint Venture, offers the San Francisco Public Library a project team and approach that we believe are thoroughly responsive to the needs of the Library. We bring unique qualifications to this project, which are summarized as follows:

- A project team who have recently completed a zero base budget for the Library. This experience provided the project team with extremely detailed knowledge of Library program budgets and how they are recognized in the City's line item, program and zero base budgets. The project team worked closely with Library Division Chiefs to develop, for the first time, individual budgets for each Branch Library, Division of the Main Library, and for all other Divisions of the Library system.

- Extensive experience with the City of San Francisco's accounting and budgeting procedures, as the Budget Analyst for the San Francisco Board of Supervisors.

- An interactive approach through which we will work closely with the Library Commission and Library management to translate policy decisions into working budgets, and assist the Library in developing a financial system that will meet your long term needs.

- The Budget Analyst Joint Venture is comprised of five firms with extensive experience in public sector finance, budgeting, management consulting and performance and operations auditing. The five firms are: Debra A. Newman and Associates; Stanton W. Jones and Associates; Wallace, Mah and Louie, Certified Public Accountants; Rodriguez, Perez, Delgado, Certified Public Accountants and the Harvey M. Rose Accountancy Corporation. Over 40% of the Joint Venture is comprised of women owned or minority owned business enterprises.

Scope of Work

To assist the San Francisco Public Library with the development of a multi-component implementation system, the Budget Analyst Joint Venture will perform the following tasks:

- Develop a detailed work program for timely completion of this engagement. The work program will provide detailed tasks to be completed, project milestones and deliverables, staffing assignments by task, a project schedule and costs.

- We will develop budget formats for the Library's General Fund, Children's Fund and Preservation Fund that integrate zero base, program and line item budgets, so that zero base budgeting can be used to track program efficiency and identify priorities, while linking directly to the line item system used by the City's Controller. If format changes for the Mission Based Budget, approved by the City's voters in June, 1994, are identified, we will assist the Library in integrating this budget format into this process.

- As part of developing a zero base budget for the Library Preservation Fund, we will work with Library staff to develop program performance measures, staffing and costs for programs to be supported by the Fund.

- On the basis of policy direction from the Library Commission and Library management, we will develop a ten-year expenditure plan for the Library Preservation Fund, taking into account the planned opening of the New Main Library during FY 1995-96.

- For each Library program and line item, we will identify services and associated personnel and other costs to be funded by the General Fund, the Children's Fund and the Library Preservation Fund. These services and costs should be shown in zero base, program and line item budget formats.

- We will prepare and verify all required supplemental appropriation requests to the Mayor and Board of Supervisors, as needed, based on Library Commission decisions regarding start-up costs, books and material purchases and increased hours of Library service.

- We will work closely with the New Main Library Planning Committee to define zero base budget programs, budgets and performance measures for divisions of the New Main Library, for incorporation into the long term fiscal planning process.

- We will consult with the City's Controller to define reporting requirements for the Library Preservation Fund. We will analyze the existing accounting system and anticipated database system to develop formats for tracking, reporting and managing each fund. During the contract period, we will track, monitor and provide quarterly reports on all expenditures and allocations by line item accounts, as well as processing all City required accounting forms relative to the Library Preservation Fund. Based on this experience, we will make recommendations to Library management for any needed improvements to the existing accounting system related to meeting reporting requirements and integrating zero base, program and line item budget formats.

Project Management and Staffing

Ms. Debra Newman, President of Debra A. Newman and Associates, would serve as project manager for this engagement. Ms. Newman has extensive experience in

public sector management and consulting and served as project manager for the zero base analysis of the San Francisco Public Library.

Ms. Newman's resume is attached to this proposal.

Staff will be selected from the Principals and analysts that comprise the joint venture firms of the Budget Analyst. We will provide the Library with appropriate staffing levels based on project needs and required expertise.

Date of Completion

The full scope of work will be completed by January 1, 1995, with preliminary implementation completed by November 1, 1994. A detailed calendar for deliverables will be developed to meet the Library's needs, as the Library finalizes plans for other, related aspects of the planning process.

Cost

Total fees for the project would be billed on an hourly basis, in accordance with the detailed work plan to be developed in conjunction with Library management. Estimates of professional staff time will be developed for each task and each level of staff assigned to the project. For this engagement, we propose to provide services to the Library at the same discounted hourly rates used for our recent zero base analysis of the City and County of San Francisco's budget. These hourly rates are shown below.

Staff	Hourly Rate	Discounted Hourly Rate for Library
Partner	$150	$120
Principle Analyst	$125	$100
Senior Analyst	$100	$80
Analyst	$65	$52

The rates shown above are fully loaded and no other costs for field expenses, clerical support or computer services will be charged to the Library.

Given the current, broadly defined scope of work, we estimate that the project may require between 1,500 and 1,700 professional staff hours at a cost that would not exceed $150,000. We will be pleased to work with the Library management in the development of our detailed work plan to modify the project scope and tasks in order to provide the needed services within the budgetary parameters of the San Francisco Public Library.

DEBRA A. NEWMAN

Position	President, Debra A. Newman & Associates
Education	M.R.P., City and Regional Planning, University of North Carolina B.A., Urban Studies, Ohio State University Archeological Studies, University of Tel Aviv.
Scope of experience	Management and performance auditing; program evaluation analysis; planning, research, and management of public service organization, technical assistance and resource development; legislative, policy and transportation planning and analysis; project management.
Professional history	Debra A. Newman & Associates, July 1988 to present Harvey M. Rose Accountancy Corporation: Project Manager and Principal Analyst, October 1982 to June 1988. Crain and Associates, Project Manager, 1982. SYSTAN, Inc., Senior Associate, 1977-1982. University of North Carolina, Engineering Department, Assistant Engineer/Cartographer, 1976-1977. South Florida Regional Planning Council, Assistant Planner, 1976.
Professional experience	Ongoing responsibility as Manager for Special Projects and Legislative Reporting - Budget Analyst to the San Francisco Board of Supervisors. Served as co-Manager for Zero Base Budget Analysis project - City and County of San Francisco, February through May, 1994 Special Projects (Project Manager): Santa Clara County Feasibility Analysis Transportation Programs; San Francisco Costs and Benefits of Battleship Homeporting; San Francisco Stadium Review; Performance Audit of Santa Clara County Community Transit Services: Santa Clara County Senior Transit Program Assessment; and Performance Audit of Ten Transit Operators in the San Francisco Bay Region. Management Audits (Project Manager): San Francisco War Memorial Veterans Building; San Francisco Private Industry Council; and San Francisco Citizen's Telecommunications Policy Committee. Management Audits (Principal Analyst): Santa Clara County Municipal Courts; San Bernardino County Children's Services; Santa Clara County Transit District; Los Angeles County Redevelopment Agency; Sonoma County Planning Department; Santa Cruz County Planning Department; Nevada County (California) Truckee-Donner Public Utility District; and San Francisco Recreation Center for the Handicapped. Other Experience: (Project Manager, Crain and Associates): Assessed Alameda County's coordinated paratransit services and Hermosa Beach, California's permit, parking and transit services, under contract to the U.S. Department of Transportation. (Senior Associate, SYSTAN, Inc.): Responsible for evaluation of innovative transportation programs in selected cities, funded by the Urban Mass Transportation Administration, U.S. Department of Transportation.

6035
4/16/94

City and County of San Francisco
Public Library Commission

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KENNETH E. DOWLIN
City Librarian

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NOTICE OF MEETING

A meeting of the **Finance Committee** of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, August 16, 1994

TIME: 4:00 PM - 5:30 PM

PLACE: Lurie Room, Main Library

CHAIR: Commissioner Wechsler

MEMBERS: Commissioners Crommie and Gee

AGENDA:

1. Discussion and possible recommendation on Department of Human Resources (DHR) request for funding two DHR positions to support the Library in personnel activities related to staff expansion: Diana Buchbinder, Personnel Manager and DHR representatives

2. Recommending resolution for approval authorizing the San Francisco Public Library to accept and expend $29,058 in grant funds from the United States Department of Education, Title VI, Library Services and Construction Act (LSCA) for Project Read Tutor Student Support and Out Reach Service Program; indirect costs of 5% are included in this award: Ana Linder, Department Manager Project Read

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Tel. (415) 557-4233

3. Recommending resolution for approval authorizing the San Francisco Public Library to accept and expend $34,997 in grant funds from the United States Department of Education, Title VI, Library Services and Construction Act (LSCA) for Project Read Student Support Service Program; indirect costs of 5% are included in this award: Ana Linder

4. Recommending resolution for approval authorizing the San Francisco Public Library to apply for, accept and expend funds not to exceed $64,021 available through the California State Library from Title 1 of the Library Services and Construction Act (LSCA) for major urban resource libraries for fiscal year 1994/95; waiving indirect costs: Nancy Musser, Chief of Technical Services

5. Recommending resolution for approval amending Article XIII, Chapter 10 of the San Francisco Administrative Code by adding section 10.117-112 thereto to create a special fund for the deposit of fines paid by library patrons for overdue books and materials: Kenneth Dowlin, City Librarian

6. Continued discussion and possible recommendation concerning contracting out: Commissioner Wechsler

8/9/94:dm
Finance

ACCESSIBLE MEETING POLICY

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7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

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City and County of San Francisco
Public Library Commission

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City Librarian

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Finance Committee meeting of Tuesday, August 16, 1994

The Finance Committee of the San Francisco Public Library Commission held a meeting on Tuesday, August 16, 1994, in the Lurie Room, Main Library.

I. CALL TO ORDER

The meeting was called to order at 4:03 PM.

II. ROLL CALL

Commissioners present: Norman Wechsler, Chair
Karen Crommie
Thomas Gee

III. ITEMS CONSIDERED IN COMMITTEE

A. Diana Buchbinder, personnel officer, reviewed the request of the Department of Human Resources (DHR) for the library to fund two DHR positions related to library staff expansion.

In response to a question from Commissioner Wechsler, Ms. Buchbinder indicated that funding for two library personnel analysts had been included in the library's supplemental budget request, and that DHR had recently requested support for an additional two analysts. In response to a follow-up question from the commissioner, Ms. Buchbinder noted that although the two positions for DHR staff were not currently in the supplemental request, they did appear in the tentative budget which Commissioner Wechsler had seen earlier.

The chair welcomed Wendell Pryor, director of the Department of Human Resources, who introduced two members of his staff: Linda Lee, acting systems manager of DHR division of operations; and Janice Fakuda, DHR personnel analyst. Mr. Pryor explained that on July 14, 1994, DHR requested that the library workorder $108,000 to DHR to fund positions for two personnel analysts. He noted

that the positions would be temporary and suggested that they be funded for one year.

Mr. Pryor summarized the development of the Department of Human Resources and described DHR's strategy for increasing the responsibilities that individual city departments assume for their own personnel activities. He indicated that without the two additional analysts DHR could not ensure sufficient resources to provide the support the library will require to meet its examination and hiring targets associated with the passage of Proposition E. Mr. Pryor explained that DHR planned to negotiate with SEIU to provide additional flexibility in the job-appointment process. In response to a question from Commissioner Crommie, Mr. Pryor cited the civil service rule of three, which limits departments to the top three individuals on the examination list, and proposed seeking union agreement so that the library could go deeper into the list of eligible candidates.

At the request of Commissioner Crommie, Ms. Lee compared the division of responsibilities between DHR and the library's in-house personnel staff. She discussed DHR's role in defining classifications and job descriptions, identifying minimum qualifications for positions, working with employee organizations, developing and implementing examinations, handling appeals, and processing and reviewing requisitions.

In response to a question from Commissioner Wechsler, Ms. Buchbinder anticipated the library would add between 150 to 200 staff members as part of Proposition E. She noted that the new labor contract obligates the library to provide expedited civil service examinations for provisional employees. She stated that the lists from the examinations now under discussion would also be used to staff the new main library.

In response to a question from Commissioner Crommie, Mr. Pryor reported that the Department of Human Resources had laid off 12 personnel analysts on August 5 as part of a budget reduction.

Ms. Buchbinder informed the committee that the library will be examining and updating approximately 20 job classifications representing several hundred library positions.

In response to a question from Commissioner Crommie, Ms. Lee pointed out that the accelerated examination program required by the new contract might not include a traditional test, but could be an assessment of the knowledge, skills, and abilities needed to perform the specific positions. She described the possibility of questionnaires in which applicants would have to verify that they possessed specific required training or experience.

Mr. Pryor explained that the Department of Human Resources would be responsible for defending the examination and appointment process in the event of appeals.

Ms. Buchbinder described the procedures for appointing individuals to positions in the Public Library. She and Mr. Pryor emphasized that the process requires cooperation between the library and DHR.

Commissioner Crommie stated that the two proposed DHR positions should be time limited and suggested that Public Library funding should not extend beyond the end of February 1995.

In response to a question from Commissioner Wechsler, Ms. Buchbinder indicated that funding for this request was included in the tentative budget that the commissioner had seen and that would be presented to the public at the full Commission meeting that afternoon.

Landis Whistler, member of the public, spoke in support of Commissioner Crommie's proposal for limiting the time that the two positions at DHR would be funded.

In response to a question from Mr. Whistler, Mr. Dowlin offered assurance that the two positions being requested would be temporary appointments.

In response to a question from Commissioner Crommie, Ms. Buchbinder stated that in increasing the average weekly number of library open hours to 1,028 and opening the new main, the library expected to add approximately 200 staff positions.

Commissioner Crommie moved to recommend funding positions for two personnel analysts at the Department of Human Resources for a period of six months beginning September 1, 1994, and ending March 1, 1995. Commissioner Wechsler suggested reviewing the positions in January 1995, and Mr. Dowlin pointed out that the action being recommended to the Commission would be for an amount not to exceed $54,000.

ACTION: Unanimously recommended

Commissioner Wechsler thanked Mr. Pryor, Ms. Lee, and Ms. Fakuda for their attendance.

B. Ana Linder, director for Project Read, reported that the library had been awarded grants of $29,058 for tutor support and outreach, and $34,997 for a student support service program.

In response to a question from Commissioner Crommie, Ms. Linder explained that Project Read currently received approximately one-third of its funding from the Public Library, one-third in grants from the federal government, and one-third from other grants and donations. Hope Hayes, chief of main, pointed out that recent changes in federal spending priorities may necessitate a request for additional library-funded positions in the future. Commissioner Crommie noted that the library users survey indicated strong support for literacy programs at the library. Mr. Dowlin agreed to keep the Commission apprised of efforts to obtain Congressional reauthorization of the Library Services and Construction Act.

Commissioner Crommie moved to recommend approval to accept and expend $29,058 in grant funds from the Department of Education, Title VI, Library Services and Construction Act, for Project Read tutor student support and outreach program, and $34,997 in grant funds for Project Read student support.

ACTION: Unanimously recommended

The committee chair noted that the LSCA major urban resource libraries grant listed on the agenda as item 4 was an ongoing grant and did not require Commission action.

C. The city librarian reviewed past legislative efforts to amend the administrative code to permit the library to retain fines and fees. Mr. Dowlin provided a draft from the city attorney's office for a proposed code change to permit the library to use money paid for lost books and materials to replace those books and materials. In response to Commissioner Crommie's question regarding the language of the proposed change, which included fines, the city librarian agreed to discuss the draft language with city attorney's staff. Commissioner Crommie requested that the administrative code change to retain fees for lost books be placed on the agenda for the next committee meeting.

D. Commissioner Wechsler suggested tabling for the rest of the year the issue of contracting out security and custodial services. Commissioner Crommie moved to postpone further consideration of contracting out services until the January 1995 meeting of the Finance Committee. The motion was adopted unanimously.

ACTION: Item postponed

IV. ADJOURNMENT

Commissioner Wechsler adjourned the August 16, 1994, meeting of the Finance Committee of the San Francisco Public Library Commission at 5:09 PM.

City and County of San Francisco
Public Library Commission

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NOTICE OF MEETING

A meeting of the **Finance Committee** of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, September 20, 1994

TIME: 4:00 PM

PLACE: Lurie Room, Main Library

CHAIR: Commissioner Wechsler

MEMBERS: Commissioners Crommie and Gee

AGENDA:

1. Recommending resolution for approval authorizing the San Francisco Public Library to apply for, accept and expend funds not to exceed $64,021 available through the California State Library from Title 1 of the Library Services and Construction Act (LSCA) for major urban resource libraries for fiscal year 1994/95; waiving indirect costs: Nancy Musser, Chief of Technical Services

2. Recommending resolution for approval amending Article XIII, Chapter 10 of the San Francisco Administrative Code by adding section 10.117-112 thereto to create a special fund for the deposit of fines paid by library patrons for overdue books and materials: Kenneth Dowlin, City Librarian

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4. Recommending resolution for approval authorizing the San Francisco Public Library to accept and expend $116,860 in grant funds awarded by the California State Library from Title I of the (Federal) Library Services and Construction Act (LSCA) for providing volunteer-based library services for homebound chronically and terminally ill San Franciscans for fiscal year 1994/95. Indirect costs are included in this grant award: Neel Parikh, Chief of Branches

5. Recommending resolution for approval authorizing the San Francisco Public Library to accept and expend $16,617 in grant funds awarded by the California State Library from Title I of the (Federal) Library Services and Construction Act (LSCA) for providing enhanced state-of-the-technological-art workstations for people with sight disabilities for fiscal year 1994/95. Indirect costs are included in this grant award: Neel Parikh, Chief of Branches

6. Recommending resolution for approval authorizing the San Francisco Public Library to accept and expend $425,006.00 available through United States Department of Commerce, National Technology Information Administration for the purpose of establishing the San Francisco Connection-City and County Online Human Service Directory. Indirect costs request to be waived for this grant award: Ed McBride, Coordinator of Automation Services

9/13/94:dm
Finance

ACCESSIBLE MEETING POLICY

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8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

City and County of San Francisco
Public Library Commission

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NOTICE OF CANCELLED FINANCE COMMITTEE MEETING

The Finance Committee meeting of the San Francisco Public Library Commission for Tuesday, October 18, 1994, has been cancelled.

9/12/94:dm

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City and County of San Francisco
Public Library Commission

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NOTICE OF CANCELLED FINANCE COMMITTEE MEETING OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION

The Finance Committee meeting of the San Francisco Public Library Commission on Tuesday, November 15, 1994, is cancelled.

11/9/94:dm

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NOTICE OF MEETING

A meeting of the **Finance Committee** of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, January 24, 1995

TIME: 4:00 PM

PLACE: Lurie Room, Main Library

CHAIR: Commissioner Norman V. Wechsler

MEMBERS: Commissioners Karen Crommie and Thomas H. Gee

AGENDA:

1. Recommending for approval resolution authorizing the San Francisco Public Library to apply, accept and expend $57,443, available through the California Library Service Board to enhance Project Read service for tutors, students and outreach. Indirect costs of 5% are included in this grant. Ana Linder, Director, Project Read

2. Discussion and possible recommendation for approval of FY 1995/96 Library budget

1/19/95:dm
Finance

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the Finance Committee meeting of Tuesday, January 24, 1995

The Finance Committee of the San Francisco Public Library held a meeting on Tuesday, January 24, 1995, in the Lurie Room, Main Library.

Call to order:

The meeting was called to order at 4:10 PM by Commissioner Norman Wechsler.

Committee members present:

Commissioner Wechsler, Chair; Commissioners Karen Crommie and Thomas Gee.

Items considered in Committee:

A. Recommending for approval resolution authorizing the San Francisco Public Library to apply retroactively for, accept and expend $57,443 available through the California State Library to enhance Project Read student/tutor support and outreach services

Ana Linder, director of Project Read, summarized the Library's request to accept matching funds from the state in order to supplement staffing, meet operating costs, and provide outreach for the library's literacy program.

MOTION: Commissioner Crommie commended the work of Project Read and moved to recommend to the Commission approval of the resolution as presented.

ACTION: Unanimously approved

B. Discussion and possible recommendation for approval of FY 1995/96 Library budget

Landis Whistler, chair of Libraries TNT, claimed that the Commission had failed to identify staffing for the new main library, establish priorities in anticipation of passage of Proposition E, and meet public expectations for implementing expanded service hours. He emphasized the importance of the Library's book budget.

Kenneth Dowlin, City Librarian, recalled that the Library's budget request for FY 1995/96 is due for submission to the Mayor's office by February 1. Mr. Dowlin cautioned that a variety of uncertainties exist in the Library's budget; he explained that estimates from the Controller on the amounts of the Library Preservation Fund, baseline budget, and possible carryover of unspent funds are not yet available. The City Librarian anticipated that preliminary figures would be available in June and actual figures in August. He recommended basing the budget on known figures and revising it as revenues become better understood.

Mr. Dowlin reported that Library staff is preparing the documentation and statements required for mission-based budgeting, and he reviewed the handout entitled "Budget Priorities for Fiscal Year 95-96." He informed the committee that these priorities had been provided to the chief librarians and program managers and are reflected in the budget requests.

The City Librarian described the "Expenditure Summary" dated 24-Jan-95 and the amplifying program document.

In response to a question from Commissioner Crommie, Mr. Dowlin explained that since major components for the budget remain unknown, the basic assumption reflected in the Library's fiscal planning is that 1995/96 figures will be the same as 1994/95. Seema Grover, Finance Director, explained that the documents before the committee included the funding for increased branch hours, book budget, and extended the six-month salaries previously approved into a full year.

Mr. Dowlin affirmed that the proposed book budget of $4.5-million for FY 95/96 represented a substantial level of materials acquisition in terms of the total amount of funding available to the Library. He agreed to Commissioner Wechsler's request to provide a chart contrasting the increases in Library services that Proposition E provides with the level of services for the previous three years.

In response to a question from Commissioner Crommie, Ms. Grover explained that the Library's budgeted reserve remains at $2-million.

In response to a question from Commissioner Wechsler, Mr. Dowlin noted that the amount of funding provided for some functions is less than requested, although the Library's estimate of need remains the same; he cited the deletion of two additional security officers as an example. He expressed confidence that the Library's book budget is acceptable and that the schedule for service hours can be met. He reiterated that staffing was below the Library's initial estimates of numbers of employees needed.

In response to a question from Commissioner Crommie, Ms. Grover stated that the budget before the committee does not reserve funds beyond the amount already on

reserve, and that the opening of the new main library would be included in a subsequent supplemental budget request. The City Librarian indicated that the budget assumes that funds coming to the Library from the Children's Amendment will remain the same as the past year, but that this is not certain, although the language of Proposition E was intended to prevent reduction.

Mr. Dowlin expressed his desire to fill some of the positions for the new main library prior to the supplemental budget request in autumn, and he cited the exhibits coordinator's position as an example.

In addition, he indicated preference for making a lease payment on the computer system and for paying off the system during a three-year period. He confirmed that the Library Foundation of San Francisco and grants had made the annual lease payments for the past three years. In response to Commissioner Crommie, Mr. Dowlin stated that the lease payments could be restructured for a payout over more years, but his recommendation was to budget them over three years at an annual payment of approximately $850,000. He added that this amount was not currently in the budget and would require using a portion of the reserve or reducing other programs. The City Librarian expressed preference for utilizing funds from the reserve but stressed that it represented a policy decision for the Commission.

Ellen Egbert, Library patron, emphasized the importance of the book budget and encouraged the Commission to preserve it. She addressed several questions regarding the budget to the City Librarian, including staff salaries. Commissioner Crommie recalled a previous Commission discussion regarding salaries and total compensation.

David Gabler, business agent for Local 790 SEIU, requested clarification on proposed positions reduced by the Mayor's office during the previous year. The City Librarian noted that the deleted requests, totalling approximately $1-million, were not included in the budget before the committee. Mr. Gabler cautioned that the substantial amount of money allotted to temporary salaries raised concern among some that the Library was not committed to the permanent increase in operating hours.

Commissioner Wechsler expressed concern that the cost of opening the new main library was not included in the budget before the committee. Ms. Grover noted that the Library was not certain at this point what funds would be available and that staff was making a conservative estimate of resources. She anticipated that the specific issue of opening the new main would be brought to the Commission in August or September as a supplemental budget request.

Ed Regan, Sunset resident, requested that the Public Library make available a breakdown of book purchases by fiction and nonfiction.

Marti Kashuba, Bernal resident, requested that the supplemental budget request be distributed in sufficient time for review and community response before being sent to the Mayor's office.

MOTION: Commissioner Crommie noted that the committee had not had time to review the budget prior to the meeting and moved to forward without recommendation the Library budget for FY 1995/96 to the full Commission.

ACTION: Unanimously approved

Adjournment:

Commissioner Wechsler adjourned the January 24, 1995, meeting of the Finance Committee of the San Francisco Public Library Commission at 5:10 PM.

Please note: Copes of Commission handouts are located in the office of the Commission Secretary, 45 Hyde Street, San Francisco

City and County of San Francisco
Public Library Commission

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Minutes of the Finance Committee meeting of Tuesday, February 21, 1995
SAN FRANCISCO PUBLIC LIBRARY COMMISSION

The Finance Committee of the San Francisco Public Library Commission held a meeting on Tuesday, February 21, 1995, in the Lurie Room, Main Library.

I. **CALL TO ORDER**

The meeting was called to order at 4:05 PM.

II. **ROLL CALL**

Commissioners present: Norman V. Wechsler, Chair
Karen Crommie
Thomas H. Gee, JD

III. **Public Comment**

Commissioner Wechsler's call for public comment yielded no response.

IV. **ITEMS CONSIDERED IN COMMITTEE**

A. Project Read Resolutions

Commissioner Wechsler called for one motion recommending action on all three Project Read resolutions:

(1) Authorizing the San Francisco Public Library to apply for $27,211, available through the United States Department of Education for Tutor/Student Support Services.

(2) Authorizing the San Francisco Public Library to apply for $23,741, available through the United States Department of Education for Adult Learning Services.

(3) Authorizing the San Francisco Public Library to apply for $28,140, available through the United States Department of Education for Student Outreach Services.

Commissioner Wechsler noted that the total grant amount was approximately $79,000 and that all three grants included indirect costs of 5%.

Kenneth Dowlin, City Librarian, pointed out that these are recurring grants provided by the Department of Education through the Library Services and Construction Act (LSCA). Mr. Dowlin noted that although the grants are directed for the same literacy program, each grant represents a separate Project Read program supported by three different funding titles of the Federal Government.

Mr. Dowlin described Project Read as an on-going Library program that is cost effective with three tier funding: general funds, literacy grant funds and corporation/foundation funds. He informed the Committee that Ana Linder is Project Read Director.

In response to Commissioner Crommie, Mr. Dowlin replied that the Haas Foundation is one of the foundations that supports Project Read.

Ms. Linder pointed out that recent changes in federal spending priorities may necessitate a request for additional library-funded positions after this year.

In response to Commissioner Wechsler, Ms. Linder summarized the literacy programs and explained that Project Read informs the public through outreach publicity.

As a follow up to Commissioner Crommie's question, Ms. Linder informed the committee that Levi Strauss Corporation and Goldman Foundation have afforded funding to Project Read, but that fund raising efforts will start to focus on individual private donations.

In response to Commissioner Gee, Ms. Linder advised that Project Read routinely applies for LSCA grants.

Ms. Linder offered to draft a letter on behalf of the Library Commission supporting efforts to obtain Congressional reauthorization of the Library Services and Construction Act funding for literacy programs.

MOTION: Commissioner Crommie moved to recommend for approval all three Project Read resolutions requesting to apply for grant funding.

ACTION: Unanimously recommended

B. Library Budget Submittal FY 1995/96

Mr. Dowlin summarized the Mayor's office's new budget directive to prepare a budget of $2 million for the operation of the New Main Library. He stated that by adding this $2 million amount to the current budget, the total Library budget would equal approximately $33 million.

Mr. Dowlin referred to the handout New Main Library Financial Plan spread sheet for FY 1995/96, 96/97 and 97/98, stating that the assumption is the New Main Library will be in operation no more than four months for FY 1995/96, and that any allocated dollars for the New Main would be for one-third of that year. The City Librarian proposed to allocate $300,000 for the New Main Library, $300,000 for operations and maintenance and $600,000 for the automation lease. Mr. Dowlin indicated that these costs represented four months of operation and that the lease payment represented a full year's cost. He stated that the reserve and any carryover money would be rolled forward to FY 96/97 and that the Mayor's office will not accept any new programs other than those related to the New Main Library.

Commissioner Wechsler requested a list of priority items the City Librarian would still like for this year and a spending plan.

In response to Commissioner Crommie, Mr. Dowlin replied that some programs such as the Moving Image Archivist, benefit the entire library system and could possibly be obtained in the budget request.

In response to Commissioner Crommie, Mr. Dowlin stated that the operating cost difference is 2/3 more of the $900,000 per year to run the new Main Library compared to the old Main.

Mr. Dowlin stated that the Library is negotiating to incorporate the cost of moving the computer system to the New Main in the DEC lease.

In response to Commissioner Wechsler, the City Librarian stated that he is basing the budget on the dollars available and that there will be some programmatic elements that the Library will not be able to offer.

In response to Commissioner Crommie, Mr. Dowlin stated that the actual cost of moving is covered by bond funds and that other moving expenses are incorporated in the lease agreement. Mr. Dowlin pointed out that he has requested detailed cost estimates for the telephone move, but that cost might need to be incorporated in the lease agreement.

Commissioner Wechsler sought assurance that all program costs that the Library Commission had approved were included in the budgeted amount.

In response to Commissioner Crommie, Mr. Dowlin stated that some of the positions that were cut in the FY 94/95 budget by the Mayor's office could be reinstated, and that those positions will be prioritized by the next Commission meeting.

Commissioner Wechsler requested the City Librarian to provide two lists, one of programs included in the budget and another of unfunded programs.

Ellen Egbert, library patron, wanted assurance that general fund dollars allocated to the library were spent and not returned to the general fund account.

Mr. Dowlin stated that the Library is committed to spending the general fund dollars first.

In response to Carl Hillsman, library patron, Mr. Dowlin stated that furniture, fixtures and equipment (FF&E) is prohibited by the state to be included in bond funds and that the telephone service is leased due to the City bid process.

In response to Commissioner Wechsler, Mr. Dowlin replied that the quality issues are incorporated in the specifications.

Mr. Dowlin commented that the CAO directed his staff to review soft costs that could be absorbed by the Bureau of Engineering and Bureau of Architecture, but that the issue has not been resolved.

In response to Commissioner Wechsler, Mr. Dowlin stated that Chinatown Branch Library construction may go to arbitration.

MOTION: Commissioner Crommie moved to recommend for approval the amendment to the Library's budget submittal for FY 1995/96.

ACTION: Unanimously recommended

In response to Mr. Hillsman, the City Librarian indicated that the proposed budget shows $6,000 in lease costs and the remainder in personnel, supplies, electricity and operation costs .

V. ADJOURNMENT

Commissioner Wechsler adjourned the February 21, 1995, meeting of the Finance Committee of the San Francisco Public Library Commission at 4:50 PM.

City and County of San Francisco
Public Library Commission

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President
WALTER G. JEBE, SR.
Vice President

KAREN CROMMIE
THOMAS H. GEE, J.D.
FRAN A. STREETS
NORMAN V. WECHSLER
JAN ZIVIC
Commissioners

KENNETH E. DOWLIN
City Librarian

NOTICE OF MEETING

A meeting of the **Finance Committee** of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, March 21, 1995

TIME: 4:00 PM

DOCUMENTS DEPT.
MAR 16 1995
SAN FRANCISCO
PUBLIC LIBRARY

PLACE: Lurie Room, Main Library

CHAIR: Commissioner Norman V. Wechsler

MEMBERS: Commissioners Karen Crommie and Thomas H. Gee

AGENDA:

1. Recommending for approval resolution authorizing the San Francisco Public Library to apply for $611,000 in grant funds available through the National Science Foundation, Networking Infrastructure for Education program to develop, test and integrate innovative applications of digitization, telecommunications and networking technology to improve access to knowledge resources and City information services; waiving indirect costs: Ed McBride, Director, Support Services

2. Recommending for approval resolution authorizing the San Francisco Public Library to apply for $600,000 in grant funds available through the United States Department of Commerce, National Telecommunications and Information Administration (NTIA), Telecommunications and Information Infrastructure Assistance Program (TAP) to broaden, leverage and further develop the "San Francisco Connection: Online Human Services Catalog for the City and County of San Francisco" to improve access to knowledge, resources and City information services; waiving indirect costs: Ed McBride

3. Update on status of FY 1994/95 budget: Kenneth E. Dowlin, City Librarian

3/16/95

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

ACCESSIBLE MEETING POLICY
SAN FRANCISCO PUBLIC LIBRARY COMMISSION

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7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

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City and County of San Francisco
Public Library Commission

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Vice President

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Commissioners

KENNETH E. DOWLIN
City Librarian

FINANCE COMMITTEE
SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the meeting of Tuesday, March 21, 1995

The Finance Committee of the San Francisco Public Library Commission held a meeting on Tuesday, March 21, 1995, in the Lurie Room, Main Library.

Call to order: 4:01 PM

DOCUMENTS DEPT.
MAR 31 1995
SAN FRANCISCO
PUBLIC LIBRARY

Members present: Commissioner Norman Wechsler, Chair
Commissioner Karen Crommie
Commissioner Thomas Gee

Items considered in committee:

A. In response to the chair's invitation for public comment, Landis Whistler, library patron, spoke in support of new library employees receiving full orientation and training.

B. Ed McBride, Director of Support Services, reported that, based upon an initial presentation to the National Science Foundation, the library has been invited to apply for NSF grant funds. Mr. McBride explained that the grant would be used to complete projects partially funded by other grants, develop online services for the Internet, establish information centers in branch libraries, purchase equipment to caption programs on Channel 54, and permit the library to train the public to use online services.

In response to a request from Mr. Whistler, Mr. McBride agreed to provide an itemized budget of the grant request.

MOTION: Commissioner Crommie moved to recommend approval of the resolution: Authorizing the San Francisco Public Library to apply for $611,000 in grant funds available through the National Science Foundation, Networking Infrastructure for Education program to develop, test and integrate innovative applications of digitization, telecommunications and networking technology to improve access to knowledge, resources and City information; waiving indirect costs.

ACTION: Unanimously recommended

C. Mr. McBride recalled the library's successful grant application for $425,000 which was funded by the United States Department of Commerce, National Telecommunications and Information Administration, and indicated that the library now seeks to apply for the next round of NTIA funding.

MOTION: Commissioner Gee moved to recommend approval of the resolution: Authorizing the San Francisco Public Library to apply for $600,000 in grant funds awarded by the U.S. Department of Commerce, National Telecommunications and Information Administration (NTIA), Telecommunications and Information Infrastructure Assistance Program (TAP) to broaden, leverage, and further develop the "San Francisco Connection: Online Human Services Catalog for the City and County of San Francisco" to improve access to knowledge, resources and City information services; waiving indirect costs.

ACTION: Unanimously recommended

Commissioner Wechsler commended the Public Library's successful pursuit of funding for telecommunications programs and sought assurance that the department maintains its commitment to providing books and public service.

Kenneth Dowlin, City Librarian, agreed that the library's basic function remains the development, maintenance, and circulation of its 2-million volume book collection; he noted, however, that opportunities to obtain grant funds to purchase books are rare. Mr. Dowlin acknowledged that the mission statement directs the library to provide access to information and knowledge, and that obtaining funds from NTIA and the National Science Foundation assists the library in supporting both its structure and mission.

In discussion with Commissioner Wechsler, Mr. Dowlin described the role of the library in facilitating public access to information in all of its forms and the development of automation in city departments.

In response to a request from the chair, the City Librarian agreed to send the commissioners a copy of the March 15, 1995, Bay Guardian article regarding computerization and city departments.

D. The committee agreed to meet at 4:00 PM on Monday, April 3, in the Lurie Room, Main Library, in order to review the library's amended budget request prior to the April Commission meeting.

The City Librarian informed the committee that 627 people used the Main Library on Sunday, March 19.

Ellen Egbert, library patron, emphasized the importance of the Library Foundation-

funded consultant focusing on budget issues as well as planning.

Mr. Dowlin responded that financial planning, including a multi-year projection of library finances, will be a significant aspect of the consultant's scope of work.

In response to questions from Commissioner Crommie, Mr. Dowlin disclosed that the Library Foundation awarded the library consulting contract to O'Brien-Kreitzberg & Associates. He noted that O'Brien-Kreitzberg is already providing construction-management for the New Main project.

Commissioner Wechsler requested that staff provide the committee with a background description of the consulting firm, and, under the contract for service to the library, a list of specific duties, reporting responsibilities, and organizational structure.

Mr. Whistler suggested that unspent funds resulting from salary savings in the first quarter of the year under Proposition E be spent for books and library materials. He urged the Commission to request a report from staff showing the library's total commitment and projected cost of telecommunications and automation.

In response to a question from Ms. Egbert, Mr. Dowlin stated that the consultant's contract is for a period of three months.

In response to a question from Commissioner Crommie, Mr. Dowlin informed the committee that the consulting team consists of five people, including a project manager. He specified that none of the five members works on the New Main project, and that there is no double payment involved in their activities. He added that the library anticipates that, at the conclusion of the three-month contract, a management and reporting mechanism will be in place in order for staff to continue the process of planning and budgeting.

On Commissioner Crommie's motion, the March 21, 1995, meeting of the Finance Committee of the San Francisco Public Library Commission adjourned at 4:43 PM.

City and County of San Francisco
Public Library Commission

Frank M. Jordan
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Walter G. Jebe, Sr.
Vice President

Karen Crommie
Thomas H. Gee, J.D.
Fran A. Streets
Norman V. Wechsler
Jan Zivic
Commissioners

Kenneth E. Dowlin
City Librarian

DOCUMENTS DEPT.
MAR 24 1995
SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF SPECIAL MEETING

A special meeting of the **Finance Committee** of the San Francisco Public Library Commission will be held as follows:

DATE: Monday, April 3, 1995

TIME: 4:00 PM

PLACE: Lurie Room, Main Library

CHAIR: Commissioner Norman V. Wechsler

MEMBERS: Commissioners Karen Crommie and Thomas H. Gee

AGENDA:

1. Presentation and possible recommendation for action to amend FY 1995/96 budget request: Kenneth E. Dowlin, City Librarian

3/22/95

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

ACCESSIBLE MEETING POLICY
SAN FRANCISCO PUBLIC LIBRARY COMMISSION

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City and County of San Francisco
Public Library Commission

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APR 13 1995
SAN FRANCISCO
PUBLIC LIBRARY

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Commissioners

KENNETH E. DOWLIN
City Librarian

FINANCE COMMITTEE
SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the meeting of Monday, April 3, 1995

The Finance Committee of the San Francisco Public Library Commission held a meeting on Monday, April 3, 1995, in the Lurie Room, Main Library.

Call to order: 4:04 PM

Members present: Commissioner Norman Wechsler, Chair
Commissioner Karen Crommie
Commissioner Thomas Gee

Presentation and recommendation of amendment to FY 1995/96 budget request:

Commissioner Wechsler recalled the Finance Committee's decision at its previous meeting to review the proposed amendment to the library's budget request prior to presentation to the Commission on April 4.

The chair's invitation for public comment yielded no response.

Kenneth Dowlin, City Librarian, introduced Leo Sumner, project manager of the consulting group from O'Brien-Kreitzberg & Associates provided by funding from the Library Foundation. Mr. Dowlin indicated that O'Brien-Kreitzberg would be rendering support in diverse areas of library planning, including the budget, move to the New Main, and opening celebration.

The City Librarian provided a memo dated April 3, 1995, describing budget documents, and displayed a series of boards which illustrated the library's budget proposals.

Mr. Dowlin recalled instructions to the library from the Mayor's office to revise the budget request submitted on February 1 to reflect both the $2-million increase resulting from the Controller's baseline recalculation and the cost of operating the New Main Library from its opening through the end of the fiscal year.

In response to a question from Commissioner Crommie, Mr. Dowlin explained the budget's assumption that the library's income will not increase during the next five years.

The City Librarian presented two budget options to the committee. He explained that Option A provides $1.4-million for the operation of the New Main in 1995/96 and projects a reserve of $1.8-million at the end of 1996/97. Option B, he stated, provides $2.2-million for the New Main in 1995/96 and projects a $1-million reserve at the end of 1996/97.

In response to questions from Commissioner Wechsler, Mr. Dowlin cautioned that the presentation annualized some amounts, such as the computer lease payments, while other amounts, such as increased staffing for the New Main, were calculated only for four months.

In response to concerns voiced by the chair, Mr. Dowlin anticipated that the library's income from the city would not decline. He asserted that the projected shortfall in the city's overall budget for the next fiscal year will result from increased costs, not decreased revenues.

Mr. Dowlin explained to the committee that Option A was a formula-driven budget which represented no increase in the operations of branch libraries, technical services, or administration, and provided 10 new fulltime positions for opening the New Main Library. He stated that Option A resulted in his direction to staff to provide a budget for implementing operations of the New Main with a $300,000 increase for Operations and Maintenance; $300,000 increase for Main staffing; and $600,000 for the computer lease payment.

In response to a question from Commissioner Crommie regarding possible overtime payments to library staff during the move into the New Main, Mr. Dowlin noted that the library intends to contract with a moving company and does not anticipate staff overtime during the move. He estimated that the library would be closed to the public for a period of three to eight weeks, and that Main staff not needed to assist with the move would be temporarily assigned to the branches.

Mr. Dowlin noted that as the chiefs and managers planned the budget now designated as Option A, needs beyond the capacity of that funding option were identified and developed into Option B.

In response to questions from the chair, Mr. Dowlin explained that the library anticipates receiving adequate funding for either option. He recommended Option B in order to permit operating the New Main Library at the level expected by the public, and surmised that the $1,050,000 reserve in 1996/97 would be sufficient.

Commissioner Crommie expressed concern that many of the branch libraries remain closed on Sundays, even with the schedule for extended hours, and Commissioner Wechsler sought assurance that the budget represents the priorities of the public which supported Proposition E. The City Librarian indicated that the branches under the new schedule will have approximately twice as many employees as the Main Library currently does.

MOTION: Commissioner Crommie moved to recommend approval of the amendment, represented by Option B, to the library's FY 1995/96 budget request.

ACTION: Unanimously recommended

On Commissioner Crommie's motion, the April 3, 1995, meeting of the Finance Committee of the San Francisco Public Library Commission adjourned at 5:53 PM.

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City and County of San Francisco
Public Library Commission

FRANK M. JORDAN
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Vice President

KAREN CROMMIE
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FRAN A. STREETS
NORMAN V. WECHSLER
JAN ZIVIC
Commissioners

KENNETH E. DOWLIN
City Librarian

NOTICE OF MEETING

BUSINESS-SCIENCE
DOCUMENTS DEPT.

APR 14 1995

SAN FRANCISCO
PUBLIC LIBRARY

A meeting of the **Finance Committee** of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, April 18, 1995

TIME: 4:00 PM

PLACE: Lurie Room, Main Library

CHAIR: Commissioner Norman V. Wechsler

MEMBERS: Commissioners Karen Crommie and Thomas H. Gee

AGENDA:

1. Recommendation for approval of resolution authorizing the sell of surplus property left to the San Francisco Public Library in the estate of Mr. Fortunio: Steve Hoppe, Real Estate Department

2. Recommendation for approval of resolution authorizing Fuhrman Fund expenditure of $400,000 for fiscal year 1995/96 from revenues accrued in the Fuhrman Fund, funds to be expended for the purchase of materials in the field of economics and political science: Nancy Musser, Chief of Technical Services

4/12/95

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

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Commissioners

KENNETH E. DOWLIN
City Librarian

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FINANCE COMMITTEE Minutes
SAN FRANCISCO PUBLIC LIBRARY COMMISSION

The Finance Committee of the San Francisco Public Library held a meeting on Tuesday, April 18, 1995, in the Lurie Room, Main Library.

Call to order: 4:03 PM

DOCUMENTS DEPT.
APR 28 1995
SAN FRANCISCO
PUBLIC LIBRARY

Members present: Commissioner Norman Wechsler, Chair
Commissioner Karen Crommie
Commissioner Thomas Gee

The chair's invitation for public comment yielded no response.

Recommendation of resolution authorizing the sale of surplus property left to the Public Library in the estate of John Fortunio:

Richard Walsh, Director of Operations and Maintenance, recalled prior Commission approval accepting the legacy bequeathed to the Public Library by the late John Fortunio. Mr. Walsh pointed out that the Fortunio will provided one-third of the estate to Laguna Honda Hospital, one-third to the AIDS ward of San Francisco General Hospital, one-sixth to the University of San Francisco, and one-sixth to the San Francisco Public Library. He indicated that the estate now consists of a four-unit apartment building located at 2110-2112 Pine Street, a one-half interest in a four-unit apartment building at 365 Haight, and approximately $350,000 in cash.

Mr. Walsh reported that Anthony DeLucchi, Director of Property, has requested that the Library Commission authorize the Real Estate Department to sell the properties.

Commissioner Crommie noted that Mr. DeLucchi had written the library on March 30, 1995, suggesting that the money that will be raised by the sale of the Pine Street building be used to purchase the half of the Haight Street building that the library does not own, in order to facilitate ultimate sale of the Haight Street location.

In response to questions from Commissioner Crommie, Steve Hoppe, Real Estate Department,

explained that the $350,000 in cash includes money realized from the executor's sale of John Fortunio's personal belongings and residence, and that the University of San Francisco has already received a payment of $70,000. He noted that the remaining $350,000 is being held in reserve by the Department of Real Estate which is evaluating the city's options, including whether to purchase from John Fortunio's partner the other one-half interest in the Haight Street building. Mr. Hoppe described the approval process for selling city-owned properties and surmised that the city would most likely sell the Pine Street building at auction.

In response to a question from the chair, Mr. Hoppe explained that the Real Estate Department has not yet contacted the partner to determine whether he wishes to sell his portion or buy the city's interest in the building.

Tony Perez, a member of the public, requested that the committee table the current proposal and consider selling the property at a reduced rate to a nonprofit organization to provide housing for homeless women and children. Mr. Perez explained that he understood the library's need for money but urged the committee to postpone action until a study could be made to conclude the best use of the property.

In response to questions from Commissioner Wechsler, Kenneth Dowlin, City Librarian, explained that the purpose of the resolution before the committee was to declare the Fortunio properties surplus, not to determine actual disposition. Mr. Dowlin suggested that Mr. Perez prepare a written proposal for use of the Fortunio real estate.

In response to a question from Mr. Perez, Mr. Hoppe stated that the Real Estate Department is required to notify specific city and state offices when properties are declared surplus.

Commissioner Wechsler urged consideration of Mr. Perez's suggestion, and both Mr. Hoppe and the City Librarian observed that an opinion from the City Attorney's office would be necessary in order to determine the city's obligation under the terms of the bequest. Mr. Dowlin advised the committee that city ordinance specifies the process for deeming property surplus, and he maintained that the current issue remained whether the property is necessary for library operations or should be designated surplus.

Mr. Perez requested a motion that the Real Estate Department notify women's groups in San Francisco that this property is available and could perhaps be purchased at below-market value. Mr. Dowlin agreed that if Mr. Perez would submit a written proposal, the library would forward it to the Real Estate Department for consideration. Mr. Walsh clarified previous actions by the Commission and Board of Supervisors which place disposition of the Fortunio property with the Director of Property.

MOTION: Commissioner Crommie moved to recommend approval of the resolution authorizing the sale of property deemed surplus bequeathed to the San Francisco Public Library in the estate of John Fortunio.

ACTION: Unanimously recommended

In response to a question from the chair, Mr. Perez offered assurance that he understood the process by which he could pursue his request regarding ultimate disposition of the Fortunio property.

Recommendation for approval of resolution authorizing Fuhrman Fund expenditure of $400,000 for FY 1995/96 from revenues accrued; funds to be expended for the purchase of materials in the fields of economics and political science:

Nancy Musser, Chief of Technical Services, explained that the library annually requests the Commission's authorization to expend funds from the Fuhrman Trust and noted that no approval beyond the Commission's is necessary.

In response to questions from Commissioner Wechsler, Ms. Musser indicated that the library uses Fuhrman Fund money to purchase current information sources in economics and political science, and she cited several titles that have been purchased with proceeds from the fund. The Chief of Technical Services affirmed that the majority of Fuhrman-funded materials are provided to the Main Library. She added that unspent funds remain in the trust account and are available to the library the next year. Ms. Musser described the process for ordering books paid for by Fuhrman money.

At the request of the chair, Ms. Musser agreed to provide a list of materials selected for purchase utilizing Fuhrman money.

In response to a question from Commissioner Gee, Ms. Musser explained that most Fuhrman-funded materials are held in the Business/Science/Documents department in the Main Library, although some general-information materials are placed in branches. She noted that many of the research materials that are selected are expensive and that obtaining them through the trust fund frees general resources for the entire library system, including the branches.

MOTION: Commissioner Crommie moved to recommend authorizing expenditure of $400,000 for fiscal year 1995/96 from revenues accrued in the Fuhrman Fund; funds to be expended for the purchase of materials in the fields of economics and political science.

The Chief of Technical Services agreed to Commissioner Gee's request to provide statistics showing the distribution between the Main and branch libraries of materials purchased through Fuhrman Fund expenditures.

ACTION: Unanimously recommended

Other business:

In response to a question from Commissioner Wechsler, Seema Grover, Finance Director, reported that $1.6-million in reserve will carry over to FY 1995/96. Ms. Grover promised to provide copies of presentation boards the commissioner had been shown the day before.

Commissioner Crommie disclosed that the Commission received a letter from a library patron requesting a policy of one-time forgiveness for unpaid fines and fees for individuals who successfully complete a drug-treatment program. The City Librarian suggested that the issue be considered at the time the Commission reviews its overall policy for fines and fees. At the request of the committee, Mr. Dowlin promised to prepare a staff recommendation; he noted that the primary obstacle is determining administration of the program. The chair requested that staff provide additional information, including the amount of fines and fees involved.

On Commissioner Crommie's motion, the April 18, 1995, meeting of the Finance Committee of the San Francisco Public Library Commission was adjourned at 4:28 PM.

City and County of San Francisco
Public Library Commission

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President
WALTER G. JEBE, SR.
Vice President

KAREN CROMMIE
THOMAS H. GEE, J.D.
FRAN A. STREETS
NORMAN V. WECHSLER
JAN ZIVIC
Commissioners

KENNETH E. DOWLIN
City Librarian

NOTICE OF MEETING

A meeting of the **Finance Committee** of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, May 16, 1995

TIME: 4:00 PM

PLACE: Lurie Room, Main Library

CHAIR: Commissioner Norman V. Wechsler

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MEMBERS: Commissioners Karen Crommie and Thomas H. Gee

AGENDA:

1. Recommendation for approval of resolution authorizing the San Francisco Public Library to apply for $57,540 in grant funds from the Library Services and Construction Act (LSCA) Title I, for Project Read Southeast Literacy Program; indirect costs of 5% are included in this award:
   Ana Linder, Department Manager Project Read

2. Reconsideration of expenditure amount and recommendation of approval of resolution authorizing Fuhrman Fund expenditure of $400,000 for fiscal year 1995/96 from revenues accrued in the Fuhrman Fund, funds to be expended for the purchase of materials in the fields of economics and political science:
   Commissioner Walter G. Jebe, Sr. (referred back to Committee on 5/2/95)

3. Recommendation for approval of resolution authorizing the San Francisco Public Library to adopt the cost recovery schedule, pursuant to Section 10.117-13 of the San Francisco Administrative Code, for InfoExpress, the library's cost-recovery information service:
   Roberto Esteves, Assistant Chief of Main

4. Recommendation for approval of resolution authorizing the San Francisco Public Library to apply for and accept $30,000 in grant funds awarded by KQED, Inc., as part of the Community Wide Education and Information services program to participate in a collaborative project integrating a

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Tel. (415) 557-4233

variety of telecommunications programs and services to create and provide access to knowledge, education and information resources; waiving indirect costs: Ed McBride, Director of Support Services

5. Recommendation for approval of resolution authorizing the San Francisco Public Library to apply for $3,510,755 in grant funds awarded by the U.S. Department of Education, Interagency Task Force, Technology Learning Challenge to use a variety of telecommunications programs and services to provide interactive learning environments, and access to knowledge, education and information resources; waiving indirect costs: Ed McBride, Director of Support Services

5/09/95

ACCESSIBLE MEETING POLICY
SAN FRANCISCO PUBLIC LIBRARY COMMISSION

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4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/292-2022 at least 72 hours in advance of need.

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6. Commission meetings at the Main Library will be held in the Lurie Room on the first floor. The closest accessible BART station to the Main Library is Civic Center. The library is only two blocks from all Muni lines on Market Street and Van Ness Avenue. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

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KENNETH E. DOWLIN
City Librarian

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FINANCE COMMITTEE
SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the meeting of Tuesday, May 16, 1995

The Finance Committee of the San Francisco Public Library Commission held a meeting on Tuesday, May 16, 1995, in the Lurie Room, Main Library.

Call to order: 4:00 PM

Members present: Commissioner Norman V. Wechsler, Chair
Commissioner Karen Crommie
Commissioner Thomas H. Gee

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Items considered in committee:

A. **Public comment**

Commissioner Wechsler's invitation for public comment yielded no response.

B. **Recommendation for approval of resolution authorizing the San Francisco Public Library to apply for $57,540 in grant funds from the Library Services and Construction Act (LSCA) Title I, for Project Read Southeast Literacy Program; including indirect costs of 5% in this award**

Ana Linder, Project Read Manager, described the library's grant proposal to obtain federal funds administered by the state in order to provide a literacy program in the Bayview Hunters Point district.

In response to a question from the chair, Ms. Linder explained that Title VI funds are federally administered and restricted to literacy programs, whereas Title I funds are administered by the state and can be used for a range of library programs.

In response to a question from Commissioner Crommie, Ms. Linder stated that the Southeast Literacy Program is a result of the library's commitment to provide

community outreach and to collaborate with existing neighborhood resources.

MOTION: Commissioner Gee moved to recommend approval of the resolution authorizing the Public Library to apply for $57,540 in grant funds from LSCA Title I for Project Read Southeast Literacy Program.

ACTION: Unanimously recommended

C. **Reconsideration of expenditure amount and recommendation of approval of resolution authorizing Fuhrman Fund expenditure; funds to be expended for the purchase of materials in the fields of economics and political science**

Commissioner Wechsler recalled that the resolution authorizing Fuhrman Fund expenditure in 1995/96 was returned to the Finance Committee in response to concerns expressed at the Commission meeting of May 2, 1995.

The chair welcomed Commission Vice President Walter Jebe who indicated that he had been researching the issue of Fuhrman Fund expenditures with Mary Callanan, City Treasurer, and Richard Walsh, Director of Operations and Maintenance. Vice President Jebe stated that he did not oppose the past expenditures of Fuhrman money, and he summarized the fund's history and development. He recalled previous Commission action to enhance investment income by refraining from spending Fuhrman revenues until the trust fund's principal reached $1-million. Vice President Jebe cautioned that the library's oil revenues from the Fuhrman leases will eventually decline and pointed out that the Fuhrman petroleum fields now must be injected with steam in order to extract low-grade crude oil.

Vice President Jebe recommended that the Commission authorize the library's 1995/96 request for Fuhrman Funds, but thereafter refrain from Fuhrman-funded expenditure until the trust principal reaches approximately $4-million. He stated that materials in the fields of economics and political science could be obtained through funds provided to the library through Proposition E and pointed out that the book budget is at a record high.

In response to a question from Commissioner Crommie, Vice President Jebe stated that the current principal in the Fuhrman Fund is $1.3-million. Nancy Musser, Chief of Technical Services, reported that the current year's expenditure of Fuhrman money will be $311,000, and she surmised that a similar amount would be sufficient for the next fiscal year.

In response to questions from Commissioner Wechsler, Ms. Musser explained that the nature of the materials purchased with Fuhrman money places a premium on current information. She noted that a wide variety of statistical information such as surveys of

demographics must be contemporary in order to be useful to researchers, and that annual expenditure in the range of $300,000 has been sufficient to provide those updated materials. She pointed out that both Technical Services and public service staff carefully monitor the selection of Fuhrman-funded materials to ensure that the items selected for update are necessary to maintain the collections and meet the needs of the public.

Commissioner Crommie recalled that the suggestion at the Commission meeting of May 2, 1995, was for raising the Fuhrman Fund principal to $1-million. Vice President Jebe responded that since the implementation of Proposition E has now raised the library's materials budget to $4.5-million, the entire income from the Fuhrman Fund could be placed in reserve, and he encouraged the Commission to plan for the future needs of the library.

Kenneth Dowlin, City Librarian, explained that the Commission six years ago sought to raise the Fuhrman Fund capital to $1-million by placing the investment income and lease payments into the principal; however, he noted, as the library's budget was annually reduced, Fuhrman expenditure became increasingly necessary. Mr. Dowlin expressed willingness to reserve a portion of Fuhrman Fund income for carryover as principal, but noted that unspent Library Preservation Fund money also carries over.

Commissioner Crommie inferred that the intent of the Fuhrman bequest was to enhance the Public Library's collections in economics and political science, and she questioned whether investing the entire proceeds from the trust would fulfill this purpose.

In response to questions from Commissioner Wechsler, Vice President Jebe cited the City Treasurer's figures on Fuhrman estate royalty payments.

Commissioner Crommie expressed support for Vice President Jebe's initial suggestion for creating a $1-million reserve in the Fuhrman Fund, and Commissioner Wechsler indicated that authorization of $300,000 in spending for 1995/96 would achieve this.

Ellen Egbert, library patron, pointed out that the intent of Proposition E was to supplement the library's income. She stated that expenditure from the Fuhrman Fund fulfilled an important need of the library, and she expressed opposition to utilizing the library's book budget to subsidize Fuhrman principal. She agreed with Vice President Jebe that future revenues are unknown and expressed concern about the budget consequences of failing to purchase necessary library materials.

Commissioner Wechsler and Commissioner Gee spoke in support of authorizing Fuhrman expenditure of $300,000 for FY 1995/96 and revisiting the issue in the fall.

MOTION: Commissioner Crommie moved to recommend authorizing Fuhrman Fund

expenditure of $300,000 for fiscal year 1995/96 from revenues accrued in the fund; funds to be expended for the purchase of materials in the fields of economics and political science.

ACTION: Unanimously recommended

D. **Recommendation for approval of resolution authorizing the San Francisco Public Library to adopt the cost-recovery schedule, pursuant to Section 10.117-13 of the San Francisco Administrative Code, for InfoExpress, the library's cost-recovery information service**

Roberto Esteves, Assistant Chief of Main, introduced InfoExpress staff members Kathy Lawton and Catherine Nyhan, and provided a handout titled "Comparison of Public Library Expedited Reference Fees." Mr. Esteves reported that the library is proposing a $60 per hour research charge, with a minimum charge of $15. He noted that the measure being presented to the committee includes a cap on tax-subsidized municipal reference.

Commissioner Wechsler requested a comprehensive list of services that the library will offer, and Mr. Esteves noted that services are being developed in response to patron requests. The Assistant Chief of Main cited a recent request from New York for the library to provide within 24 hours copies of photographs as an example of a desired service for which neither fee structure nor equipment is currently in place.

Hope Hayes, Chief of Main, informed the committee that a list of tentative services is being prepared, and that the majority of requests are for business and government information. Ms. Hayes offered to submit a summary at the committee's next meeting of the materials that are being sought.

In response to a question from the chair, the Chief of Main estimated that InfoExpress receives four to six requests daily, even though no outreach has been made. Commissioner Wechsler agreed that demand for InfoExpress services will be significant and sought projections of costs and revenues.

Ms. Hayes reiterated that the library seeks to permit the services to shape themselves in response to public need.

Mr. Dowlin pointed out that a list of proposed services was included in the resolution being presented, and Ms. Hayes described efforts to develop a brochure for InfoExpress. She added that an approved price structure would be necessary prior to publishing outreach materials for the service and suggested that the committee recommend approval of a fee structure for a trial period of six months.

In discussion with the chair, Ms. Hayes agreed to provide at the next committee meeting an outline of the services the library will deliver under the category of research services, a list of documents that have been provided to InfoExpress clients under the category of document delivery, information on the costs of providing InfoExpress, and an estimate of revenues.

Commissioner Crommie requested clarification regarding the guidelines which differentiate core library services from enhanced, fee-based services. Mr. Esteves described policies which determine when library departments will refer requests to InfoExpress, and he cited four instances: (1) when non-California residents request information outside of interlibrary loan procedures; (2) when individuals seek information delivered within time constraints more restricted than those of regular library service; (3) when the amount of information requested by telephone exceeds what can reasonably be provided by the department; and (4) when individuals choose not to come to the library and prefer to have staff perform research for them.

In response to concerns expressed by Commissioner Crommie, Mr. Esteves stated that the cost-recovery program includes recovery of the cost of staff time, and that providing expedited fee-based service will not divert free, regular library service from patrons.

The City Librarian pointed out the difference between reference and research services. He characterized reference service as usual library service in which staff refers patrons to information and source materials. He contrasted this regular service with fee-based service in which staff locate the source materials themselves and extract the information for patrons.

Commissioner Crommie agreed that research service is desirable and maintained her concern regarding the Public Library's obligation to provide service to the public without cost.

The City Librarian explained that the library originally submitted the proposal for fee-based services five years ago and requested start-up funds from the city, but was denied. He noted that the research-service centers in other cities' libraries were initially provided with seed money until they were able to generate sufficient revenues to support themselves.

In response to a question from Commissioner Crommie, Ms. Hayes and Mr. Esteves explained that other city departments understand that they will be invoiced through the city's workorder system for using InfoExpress.

Mr. Dowlin acknowledged that the measure being presented addresses two separate issues: fee-based expedited reference for the public, and the centralization of requests

for information that the library receives from other municipal departments and officials. He offered the library's arrangements with the City Attorney's office and Airport as examples of the various responses that have evolved from other departments' requests for information services and suggested that library staff present the two issues separately to the Commission in the future.

Commissioner Wechsler reiterated the need to obtain additional information and to ensure that fee-based services do not interfere with regular public service. Mr. Esteves indicated that fee-based services represent a resource for staff to offer the public and encouraged approval of the program.

Commissioner Gee voiced support for the suggestion to recommend six-month authorization for the proposed fee structure, and the chair requested additional information on the fee-based programs in other cities' libraries.

In response to discussion, Mr. Dowlin informed the committee that the library will have to obtain an appropriation from the Board of Supervisors for InfoExpress expenditures in excess of $5,000, including salaries.

Both the City Librarian and Chief of Main suggested that the library determine at the conclusion of a six-month period whether fee-based services are recovering their cost.

In response to questions, Ms. Hayes explained that the Commission approved in its FY 1994/95 budget request the salaries for two librarians, one technical assistant, and clerical assistance for expedited reference service, and she estimated the one-half year amount at $82,000. The Chief of Main described the equipment that staff use to provide expedited reference.

By consensus, the committee postponed action on fee-based services until its next meeting, and the Chief of Main promised to provide additional information regarding planning and costs.

Commissioner Crommie requested a written description of the policies separating fee-based services from free services; the policy for providing information to city agencies, and how that policy will change; information regarding the licensing fees that the library must pay to information providers; and the equipment budget for the expedited-reference program. The chair requested that staff specify what is needed to operate InfoExpress as a business, and measures that will be taken to ensure that fee-based services do not diminish regular library services.

Commissioner Gee departed at 5:22 PM.

E. **Recommendation for approval of resolution authorizing the San Francisco Public Library to apply for and accept $30,000 in grant funds awarded by KQED, Inc., as part of the Community Wide Education and Information Services program to participate in a collaborative project integrating a variety of telecommunications programs and services to create and provide access to knowledge, education and information resources; waiving indirect costs**

Ed McBride, Director of Support Services, described the collaboration between the Public Library and Unified School District to apply for a grant to instruct young people to utilize information technology. He noted that this grant request was similar to one submitted by a collaboration between KQED and San Francisco State University, and that, at the request of the Corporation for Public Broadcasting, the San Francisco entities combined their efforts into one application and obtained services of a consultant to assist in planning efforts. He indicated that this planning will continue in order to provide training for the public to use the Internet and online information resources.

MOTION: Commissioner Crommie moved to recommend approval of the resolution authorizing the Public Library to apply for and accept $30,000 in grant funds awarded by KQED, Inc.

ACTION: Unanimously recommended

F. **Recommendation for approval of resolution authorizing the San Francisco Public Library to apply for $702,151 in grant funds awarded by the U. S. Department of Education, Interagency Task Force, Technology Learning Challenge to use a variety of telecommunications programs and services to provide interactive learning environments, and access to knowledge, education and information resources; waiving indirect costs**

In response to a question from the chair, Mr. McBride explained that indirect costs are a five per cent charge assessed against grants to recover the city's overhead expenses, and that this charge can be waived by the Board of Supervisors.

Mr. McBride explained that application for this Technology Learning Challenge grant is patterned after a similar proposal that the library has submitted to the National Telecommunications and Information Administration.

In response to a concern expressed by Commissioner Wechsler, the City Librarian indicated that the University of California, Berkeley, has embarked on a broad program of electronically scanning text and photographs from a variety of academic collections--including anthropological holdings, environmental studies, and weather-center records--and storing the digitized information for online access. Mr. Dowlin described UC-Berkeley's Native Californian Project to memorialize the cultural traditions of the

California tribes and noted that increasing amounts of information are being stored as computer records and will not be published in any other form. He emphasized that if the San Francisco Public Library does not make online collections available to patrons, many San Franciscans will be denied access to substantial resources of information and research.

In response to a question from Commissioner Crommie, Mr. McBride explained that as part of the grant being requested, the library would obtain interactive workstations for patrons to access online collections. He introduced Sybil Boutillier, a grant-funded Support Services staff member, who announced that UC-Berkeley is proposing to digitize 14 to 15 complete architectural collections, provide personnel to produce the computer interfaces, and to designate the San Francisco Public Library as the point for public access. Ms. Boutillier and Mr. McBride explained that this project would provide the library with significant additional architectural holdings which would complement existing collections.

The chair expressed concern regarding the library overextending itself and suggested that staff submit a plan describing the online services that the library intends to offer.

At the request of Commissioner Crommie, Mr. McBride agreed that a copy of the library's proposed grant application would be available for review at the Commission meeting on June 6, 1995.

MOTION: Commissioner Crommie moved to recommend approval of the resolution authorizing the library to apply for $702,151 in grant funds awarded by the U. S. Department of Education's Interagency Task Force's Technology Learning Challenge.

ACTION: Unanimously recommended

Donna Marion, Commission Assistant. announced that the agenda for the Commission meeting scheduled for June 6, 1995, was already posted in order to comply with the Sunshine Ordinance's requirement for two-week notice of special meetings. She indicated that the June 6 agenda assumed the items being considered at the Finance Committee would be recommended and, consequently, the issue of InfoExpress appears on the agenda and the recommendation for Fuhrman Fund expenditure is for an amount not to exceed $400,000.

On Commissioner Crommie's motion, the May 16, 1995, meeting of the Finance Committee of the San Francisco Public Library Commission adjourned at 5:44 PM.

City and County of San Francisco
Public Library Commission

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JAN ZIVIC
Commissioners

KENNETH E. DOWLIN
City Librarian

NOTICE OF MEETING

A meeting of the **Finance Committee** of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, JUNE 20, 1995

TIME: 4:00 PM

PLACE: Lurie Room, Main Library

ACTING CHAIR: Commissioner Karen Crommie

MEMBER: Commissioner Thomas H. Gee

AGENDA:

1. Recommendation for a six month approval of resolution authorizing the San Francisco Public Library to adopt the cost recovery schedule, pursuant to Section 10.117-13 of the San Francisco Administrative Code, for InfoExpress, the library's cost-recovery information service:
Roberto Esteves, Assistant Chief of Main (Referred back to Committee 5/16/95)

(6/14/95)

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ACCESSIBLE MEETING POLICY
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City Librarian

FINANCE COMMITTEE
SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the meeting of Tuesday, June 20, 1995

The Finance Committee of the San Francisco Public Library Commission held a meeting on Tuesday, June 20, 1995, in the Lurie Room, Main Library.

Call to order: 3:01 PM

Members present: Commissioner Karen Crommie, Acting Chair
Commissioner Thomas Gee

Excused: Commissioner Norman Wechsler

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Item considered in committee:

Recommendation for a six month approval of resolution authorizing the San Francisco Public Library to adopt the cost-recovery schedule, pursuant to Section 10.117-13 of the San Francisco Administrative Code, for InfoExpress, the library's cost-recovery information service

Roberto Esteves, Assistant Chief of Main, provided copies of the business plan for InfoExpress, dated June 1, 1995, and reviewed recommendations regarding fee-based services made by the Restructuring California Public Libraries Task Force.

Mr. Esteves pointed out that the fees being proposed by staff for research and document-delivery services are relatively low in comparison to those charged by other libraries, and he recalled that the Commission approved expedited-reference service during budget deliberations in October. The Assistant Chief of Main summarized various aspects of the InfoExpress business plan, including current fees charged by San Francisco Public Library and the background of municipal information services.

In response to a question from the chair, Mr. Esteves stated that today's committee meeting was the first general distribution of the InfoExpress business plan.

He explained that implementing a fee-recovery program will permit the library to recoup the cost of providing information services to individuals and organizations outside the state of California, and he offered assurance that InfoExpress will not diminish standard, free library service for patrons.

The Assistant Chief of Main reviewed the budget assumptions and financial projections for InfoExpress which the committee had requested at its previous meeting.

In dialogue with Mr. Esteves, the chair expressed concern regarding the size of the subsidy being proposed to provide services for other city departments, and she sought assurance that InfoExpress clients would not be provided with access to information that would be denied to the general public.

Mr. Esteves described an example of service that would use an online database, and he noted current limits at the Main Library for online searches. In response to a question from Commissioner Crommie, Mr. Esteves stated that the library does not currently charge fees for access to databases that are unavailable to non-paying patrons.

The commissioner explained her sense that databases, as information sources, are analogous to books and should be available equally to everyone. The Assistant Chief of Main agreed that public libraries should provide service without charge to the extent possible.

In response to questions from the chair regarding page 8 of the business plan, Mr. Esteves explained the adoption of reference policies by the library's Direct Services Committee.

Commissioner Crommie and City Librarian Kenneth Dowlin commended library staff for their efforts in assembling the InfoExpress business plan. Mr. Dowlin pointed out difficulties in accurately projecting revenues and expressed support for the resolution's requirement to reconsider cost-recovery services after a trial period of six months. He emphasized the importance of responding to those parts of the community that require library service beyond those provided as general, tax-supported services.

Commissioner Crommie stated that library staff who work in a cost-recovery program should eventually be paid from revenues. She agreed that the budget projections for InfoExpress will not initially permit this, but she urged that the program be reassessed if, after some period of operation, the fee-based services remain dependent on subsidy from the library's tax revenues. She acknowledged that InfoExpress may relieve a portion of the workload of public-service librarians and that paying for that portion with general funds would be appropriate.

Annette MacNair, a librarian at the San Francisco Public Library, spoke in opposition to the Public Library providing fee-based service which she characterized as a barrier between patrons and information. Ms. MacNair read statements from several library authorities, and Commissioner Crommie agreed that the Commission has always endorsed the American Library Association's bill of rights. Ms. MacNair pointed out that the services being offered through InfoExpress are already available through for-fee information brokers, and she urged the library to provide only services which it can provide to all people equally.

The chair agreed to Timothy Gillespie's request to dispense with the three-minute limit for individual comment. Mr. Gillespie complained that the office of the Main refused to provide him with access to complete documentation that he requested, and that he was provided information regarding InfoExpress only at 3:45 PM today which did not permit adequate time for review prior to the committee meeting.

Mr. Gillespie urged the committee to defer action on InfoExpress and expressed apprehension regarding fee-based library services. In dialogue with Mr. Gillespie, the chair indicated agreement that patrons who come into the library should have equal access to whatever information sources are available.

Marjorie Johannsen, former director of fee-based services at San Mateo Public Library, recalled the success of that program and the substantial number of San Francisco residents who used it. She characterized for-fee services as a needed alternative which provides additional library services and draws additional patrons.

Ellen Egbert questioned the statement on page 8 of the business plan regarding library policies adopted by the Direct Services Committee on May 17, 1995. Ms. Egbert explained that reference policies should be clearly and publicly defined.

Ms. MacNair urged the committee to defer action on cost-recovery library service.

The City Librarian responded that expedited service has been before the Commission for a year and has moved through the budget process of the Board of Supervisors.

In response to a question from the chair, Donna Marion, Assistant to the Commission, explained that the business plan for InfoExpress was available in her office during the past week for the public to review and that she was unaware of any requests from Mr. Gillespie. Mr. Dowlin pointed out that under the Sunshine Ordinance the library has specified that access to information is provided through the Community Relations office.

Mr. Gillespie claimed that he made his request to the office of the Main Library and was refused. The Chief of Main explained that she referred Mr. Gillespie to the Secretary's office at 45 Hyde Street and that he declined.

The chair requested that Mr. Gillespie place future requests for information through the Secretary, and Mr. Esteves agreed to answer Mr. Gillespie's questions regarding online services available through the Public Library.

In response to a question from Ms. MacNair, Commissioner Crommie indicated willingness to initiate a trial implementation of cost-recovered library service.

MOTION: Commissioner Crommie moved to amend the resolution authorizing the cost-recovery schedule to include the following:

> After six months of operation, the staff hours, operation costs and fees collected will be evaluated with the intent of examining the future feasibility of paying a portion (or all) InfoExpress staff salaries out of the accrued revenue and to evaluate the de facto free and equal access to information

and to recommend the resolution as amended.

ACTION: Unanimously recommended

On Commissioner Gee's motion, the June 20, 1995, meeting of the Planning Committee of the San Francisco Public Library Commission adjourned at 5:03 PM.

City and County of San Francisco
Public Library Commission

July 1995
Cancelled

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
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WALTER G. JEBE, SR.
Vice President

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THOMAS H. GEE, J.D.
FRAN A. STREETS
NORMAN V. WECHSLER
JAN ZIVIC
Commissioners

KENNETH E. DOWLIN
City Librarian

NOTICE OF CANCELLED MEETING OF FINANCE COMMITTEE OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION

The July, 1995 meeting of the Finance Committee of the San Francisco Public Library Commission has been cancelled.

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City and County of San Francisco
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City Librarian

NOTICE OF CANCELED MEETING OF FINANCE COMMITTEE OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION

The August 1995 meeting of the Finance Committee of the San Francisco Public Library Commission has been canceled.

8/8/95:mc

Main Library, Civic Center
San Francisco, CA 94102
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Addendum

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FRAN A. STREETS
NORMAN V. WECHSLER
Commissioners

KENNETH E. DOWLIN
City Librarian

NOTICE OF MEETING

A meeting of the **Finance Committee** of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, SEPTEMBER 19, 1995

TIME: 4:00 PM

PLACE: Lurie Room, Main Library

CHAIR: Commissioner Norman V. Wechsler

MEMBERS: Commissioners Karen Crommie and Thomas H. Gee, J.D.

AGENDA:

1. Recommendation for approval of resolution authorizing the City Librarian to accept and expend $27,211 available from the United States Department of Education for a Project Read Tutor Support Program. Indirect costs of 5% are contained in this grant: Ana Linder, Director, Project Read

2. Recommendation for approval of resolution authorizing the City Librarian to accept and expend $28,140 available from the United States Department of Education for a Project Read Outreach Program. Indirect costs of 5% are contained in this grant: Ana Linder

3. Recommendation for approval of resolution authorizing the City Librarian to accept and expend $23,741 available from the United States Department of Education for a Project Read Student Support Program. Indirect costs of 5% are contained in this grant: Ana Linder

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4. Recommendation for approval of resolution authorizing the City Librarian to accept and expend $57,540 available from the California State Library's Administration of LSCA, Title I funds for a Southeast Literacy Program. Indirect costs of 5% are contained in this grant: Ana Linder

5. Recommendation for approval of resolution authorizing the City Librarian to apply for available funds administered by the State Literacy Resource Center of California for a Project Read Inmate Literacy Program. Indirect costs of 5% are contained in this grant: Ana Linder

6. Discussion and possible recommendation related to funding needs for telephone system and other projected costs: Kenneth E. Dowlin, City Librarian

7. Discussion and possible recommendation amending fee schedule for out-of-county Library Express patrons: Commissioner Wechsler

9/14/95:MWC

ACCESSIBLE MEETING POLICY
SAN FRANCISCO PUBLIC LIBRARY COMMISSION

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4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/292-2022 at least 72 hours in advance of need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Commission meetings at the Main Library will be held in the Lurie Room on the first floor. The closest accessible BART station to the Main Library is Civic Center. The library is only two blocks from all Muni lines on Market Street and Van Ness Avenue. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

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Vice President

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FRAN A. STREETS
NORMAN V. WECHSLER
Commissioners

KENNETH E. DOWLIN
City Librarian

ADDENDUM TO NOTICE OF MEETING OF FINANCE COMMITTEE
San Francisco Public Library Commission

DATE: **Tuesday, September 19, 1995**

TIME: **4:00 PM**

PLACE: **Lurie Room, Main Library**

Add #8 to this agenda:

8. Recommendation for approval of resolution authorizing the San Francisco Public Library to expend $30,000 in grant funds awarded by the Corporation for Public Broadcasting/Annenberg Foundation as part of the Community Wide Education and Information services program to participate in a collaborative project integrating a variety of telecommunications programs and services to create and provide access to knowledge, education and information resources, waiving indirect costs: Ed McBride, Director or Support Services

9/15/95:MWC

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ACCESSIBLE MEETING POLICY
SAN FRANCISCO PUBLIC LIBRARY COMMISSION

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7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

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Librarian

FINANCE COMMITTEE
SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the meeting of Tuesday, September 19, 1995

The Finance Committee of the San Francisco Public Library Commission held a meeting on Tuesday, September 19, 1995, in the Lurie Room, Main Library.

Call to order: 4:00 PM

Members present: Commissioner Norman V. Wechsler, Chair
Commissioner Karen Crommie
Commissioner Thomas H. Gee, J.D.

Items considered in committee:

1. **Recommendation for approval of resolution authorizing the City Librarian to accept and expend $27,211 available from the United States Department of Education for a Project Read Tutor Support Program; indirect costs of 5% are contained in this grant**

   MOTION: Commissioner Crommie moved that the Finance Committee send its recommendation for approval to the full Commission.

   ACTION: Unanimously recommended

2. **Recommendation for approval of resolution authorizing the City Librarian to accept and expend $28,140 available from the United States Department of Education for a Project Read Outreach Program; indirect costs of 5% are contained in this grant**

   MOTION: Commissioner Crommie moved that the Finance Committee send its recommendation for approval to the full Commission.

   ACTION: Unanimously recommended

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3. **Recommendation for approval of resolution authorizing the City Librarian to accept and expend $23,741 available from the United States Department of Education for a Project Read Student Support Program; indirect costs of 5% are contained in this grant**

   MOTION: Commissioner Crommie moved that the Finance Committee send its recommendation for approval to the full Commission.

   ACTION: Unanimously recommended

4. **Recommendation for approval of resolution authorizing the City Librarian to accept and expend $57,540 available from the California State Library's Administration of LSCA, Title I funds for a Southeast Literacy Program; indirect costs of 5% are contained in this grant**

   MOTION: Commissioner Crommie moved that the Finance Committee send its recommendation for approval to the full Commission.

   ACTION: Unanimously recommended

5. **Recommendation for approval of resolution authorizing the City Librarian to apply for available funds administered by the State Literacy Resource Center of California for a Project Read Inmate Literacy Program; indirect costs of 5% are contained in this grant**

   Ana Linder, Director of Project Read, responded to Commissioner Wechsler's request for more information about the application by saying that this resolution provides a one year opportunity to apply for a small grant for a literacy program for jail inmates in the amount of $29,820.

   Commissioner Wechsler encouraged review of Project Read outcomes.

   Ed Regan, library patron, requested that a pamphlet explaining Project Read be published for the public.

   MOTION: Commissioner Crommie moved that the Finance Committee send its recommendation for approval to the full Commission

   ACTION: Unanimously recommended

6. Discussion related to funding needs for telephone system and other projected costs was tabled until the October 17, 1995, Finance Committee meeting.

7. Discussion was held regarding amending fee schedule for out-of-county Library Express patrons. Commissioner Wechsler stated that he felt strongly that people outside the City should pay more than City residents and that at the February 6, 1996, Full Commission meeting, Library Express will be reviewed and a decision will be made whether or not the Commission will make it a permanent program.

8. **Recommendation for approval of resolution authorizing the San Francisco Public Library to expend $30,000 in grant funds awarded by the Corporation for Public Broadcasting/Annenberg Foundation as part of the Community Wide Education and Information Services program to participate in a collaborative project integrating a variety of telecommunications programs and services to create and provide access to knowledge, education and information resources, waiving indirect costs.**

   MOTION: Commissioner Crommie moved that the Finance Committee send its recommendation for approval to the full Commission.

   ACTION: Unanimously recommended

On Commissioner Crommie's motion, the September 19, 1995, meeting of the Finance Committee of the San Francisco Public Library Commission adjourned at 4:36 p.m.

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FRANK M. JORDAN
Mayor

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President

WALTER G. JEBE, SR.
Vice President

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NORMAN V. WECHSLER
Commissioners

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City Librarian

SAN FRANCISCO PUBLIC LIBRARY

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OCT 13 1995
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NOTICE OF MEETING

A meeting of the **Finance Committee** of the San Francisco Public Library Commission will be held as follows:

DATE: TUESDAY, OCTOBER 17, 1995

TIME: 4:00 PM

PLACE: LURIE ROOM, MAIN LIBRARY, CIVIC CENTER

MEMBERS: Commissioner Norman V. Wechsler, Chair; Commissioners Karen Crommie and Thomas H. Gee, J.D., members

1. Public comment

2. Recommendation for approval of resolution authorizing the San Francisco Public Library to apply for, accept and expend funds not to exceed $64,645 available through the California State Library from Title I of the Library Services and Construction Act for Major Urban Resource Libraries for fiscal year 1995-96; waiving indirect costs: Nancy Musser, Chief, Technical Services

3. Recommendation for approval of resolution authorizing the City Librarian to apply retroactively for, accept and expend funds from the California State Library for student/tutor support, and outreach services. Indirect costs of 5% are contained in this grant: Ana Linder, Director, Project Read

4. Recommendation for approval of resolution authorizing the Library Commission to accept a gift of a literacy van to Project Read from LSCA Title I Funds administered by the California Library Service Board, California Library Literacy Service matching funds, and private donations. Indirect costs of 5% are contained in this grant: Ana Linder

5. Discussion and possible action related to funding for telephone system and other projected costs (postponed from September 19, 1995, Finance Committee meeting)

6. Adjournment

10/13/95:MWC

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ACCESSIBLE MEETING POLICY
SAN FRANCISCO PUBLIC LIBRARY COMMISSION

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6. Commission meetings at the Main Library will be held in the Lurie Room on the first floor. The closest accessible BART station to the Main Library is Civic Center. The library is only two blocks from all Muni lines on Market Street and Van Ness Avenue. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

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FINANCE COMMITTEE
SAN FRANCISCO PUBLIC LIBRARY COMMISSION

The Finance Committee of the San Francisco Public Library Commission held a meeting on Tuesday, October 17, 1995, in the Lurie Room, Main Library.

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Call to order: 4:02 PM

Members present: Commissioner Norman V. Wechsler, Chair
Commissioner Karen Crommie.

Commissioner Thomas H. Gee, J.D., was excused.

Public Comment: None

MOTION: Commissioner Crommie moved to recommend approval of resolution authorizing the San Francisco Public Library to apply for, accept and expend funds not to exceed $64,645 available through the California State Library from Title I of the Library Services and Construction Act for Major Urban Resource Libraries for fiscal year 1995-96; waiving indirect costs

ACTION: Unanimously recommended

MOTION: Commissioner Crommie moved to recommend approval of resolution authorizing the City Librarian to apply retroactively for, accept and expend funds from the California State Library for student/tutor support, and outreach services. Indirect costs of 5% are contained in this grant

ACTION: Unanimously recommended

MOTION: Commissioner Crommie moved to recommend for approval of resolution authorizing the Library Commission to accept a gift of a literacy van to Project Read from LSCA Title I Funds administered by the California Library Service Board, California Library Literacy Service matching funds, and private donations

Budget supplemental: City Librarian Kenneth E. Dowlin reported with regard to the funding for the telephone system and other projected costs that since the notice for this Finance Committee meeting had been mailed, he had consulted with the City Departments involved and computer needs were added to the supplemental. This matter will be discussed at the special meeting of the full Commission on Thursday, October 19, 1995.

Ed Regan, library patron, requested that this system be available for public use.

DRAFT

New business: Commissioner Crommie requested an update at the November meeting of the Finance Committee from the City Attorney's office on the various memoranda of understanding being negotiated with the affinity groups.

She requested an update on the library's plans for collecting outstanding fines, and the plans for managing revenues earned from the cafe and gift shop slated for the New Main.

Adjournment: On Commissioner Crommie's motion, the October 17, 1995, Finance Committee meeting was adjourned. At 4:18 PM.

10/27/95:MWC

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FRAN A. STREETS
NORMAN V. WECHSLER
Commissioners

KENNETH E. DOWLIN
City Librarian

FINANCE COMMITTEE
SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the meeting of Tuesday, October 17, 1995

The Finance Committee of the San Francisco Public Library Commission held a meeting on Tuesday, October 17, 1995, in the Lurie Room, Main Library.

Call to order: 4:02 PM

Members present: Commissioner Norman V. Wechsler, Chair
Commissioner Karen Crommie.

Commissioner Thomas H. Gee, J.D., was excused.

Public Comment: None

Items considered in committee:

MOTION: Commissioner Crommie moved to recommend approval of resolution authorizing the San Francisco Public Library to apply for, accept and expend funds not to exceed $64,645 available through the California State Library from Title I of the Library Services and Construction Act for Major Urban Resource Libraries for fiscal year 1995-96; waiving indirect costs

ACTION: Unanimously recommended

MOTION: Commissioner Crommie moved to recommend approval of resolution authorizing the City Librarian to apply retroactively for, accept and expend funds from the California State Library for student/tutor support, and outreach services. Indirect costs of 5% are contained in this grant

ACTION: Unanimously recommended

MOTION: Commissioner Crommie moved to recommend for approval of resolution authorizing the Library Commission to accept a gift of a van to Project Read from LSCA Title I Funds administered by the California Library Service Board, California Library Literacy Service matching funds, and private donations

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TELEPHONE 415.557.4233

Budget supplemental: City Librarian Kenneth E. Dowlin reported with regard to the funding for the telephone system and other projected costs that since the notice for this Finance Committee meeting had been mailed, he had consulted with the City Departments involved and computer needs were added to the supplemental. This matter will be discussed at the special meeting of the full Commission on Thursday, October 19, 1995.

Ed Regan, library patron, requested that this system be available for public use.

New business: Commissioner Crommie requested an update at the November meeting of the Finance Committee from the City Attorney's office on the various memoranda of understanding being negotiated with the affinity groups.

She also requested an update on the library's plans for collecting outstanding fines, and the plans for managing revenues earned from the cafe and gift shop slated for the New Main.

Adjournment: On Commissioner Crommie's motion, the October 17, 1995, Finance Committee meeting was adjourned at 4:18 PM.

11/17/95:MWC

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SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

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Commissioners

KENNETH E. DOWLIN
City Librarian

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PUBLIC LIBRARY

NOTICE OF MEETING

A meeting of the **Finance Committee** of the San Francisco Public Library Commission will be held as follows:

DATE: TUESDAY, NOVEMBER 21, 1995

TIME: 4:00 PM

PLACE: LURIE ROOM, MAIN LIBRARY, CIVIC CENTER

CHAIR: Commissioner Norman V. Wechsler

MEMBERS: Commissioners Karen Crommie and Thomas H. Gee, J.D.

AGENDA:

1. Public comment
2. Update on the Library's plans for collecting outstanding fines: David Price, Assistant to the City Librarian
3. Update on the Library's plans for managing revenues earned from the cafe and gift shop slated for the New Main: David Price

11/17/95:MWC

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETING POLICY

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Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075.

11/06/95:MWC

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Frank M. Jordan
Mayor

James P. Herlihy
President

Walter G. Jebe, Sr
Vice President

Karen Crommie
Thomas H. Gee, J.D
Fran A. Streets
Norman V. Wechsler
Commissioners

Kenneth E. Dowlin
City Librarian

San Francisco Public Library

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PUBLIC LIBRARY

FINANCE COMMITTEE
SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the meeting of Tuesday, November 21, 1995

The Finance Committee of the San Francisco Public Library Commission held a meeting on Tuesday, November 21, 1995, in the Lurie Room, Main Library, Civic Center.

Call to order: 4:00 PM

Members present: Commissioner Norman V. Wechsler, Chair
Commissioner Karen Crommie
Commissioner Thomas H. Gee, J.D.

Public comment: Ed Regan, library patron, requested that the Commission consider opening new library branches.

Update on the Library's plans for collecting outstanding fines: Kenneth E. Dowlin, City Librarian, reported that the Library is working with the Tax Collector and City Attorney to devise a memorandum of understanding to be presented to the Commission. The City Attorney advises that the Tax Collector has the official responsibility of collecting all City debts.

The first step, which will be tried for six months, has been to ask patrons with large outstanding fines to pay the Tax Collector. Continued indebtedness will be referred to a collection agency. In response to Commissioner Crommie's question, Mr. Dowlin stated that the Library cannot retain the revenues collected. Commissioner Crommie suggested that the Commission reintroduce its request to the Board of Supervisors to create a special fund.

In answer to Commissioner Wechsler's question, Mr. Dowlin explained that all revenues collected by the Library, unless otherwise designated, go into the City's General Fund. Mr. Dowlin emphasized that the Library prefers getting books returned, and that the Tax Collector includes value of books in indebtedness. Mr. Dowlin stated that the amount retrievable gets smaller as accounts get older, and he estimated the outstanding indebtedness at $160,000. Commissioner Crommie mentioned $2,000,000 as the value of unreturned books and recalled that during this calendar year the Board of Supervisors had turned down the Library's request to retain fines and fees.

In response to Mr. Regan's request, Mr. Dowlin stated that fines could not be broken down by age but could by amount of money owed and books unreturned. Mr. Dowlin reminded the Committee that the $2,000,000 figure was calculated at the time conversion was made to the new computer system and that the Library had apprised the Board of the large amount of indebtedness and promised more concrete numbers would be obtained. In response to

Commissioner Crommie's question, Mr. Dowlin described the history of the Library's requests to the Board of Supervisors regarding the retention of fines and fees.

Update on the Library's plans for managing revenues earned from the cafe and gift shop slated for the New Main: Mr. Dowlin reported that the City Attorney, Friends, Foundation and the Library have arrived at the consensus that the Friends will operate the gift shop, and that the Foundation will operate the cafe and will have responsibility for operating major fund-raising events outside of open Library hours. The City Attorney is working to comply with the requirement that parts of the building paid for with tax-exempt bonds cannot be used for profit.

The Library would charge the Foundation and the Friends the fair market rent value for the spaces used and would ask in return that the Library be allowed to submit grant proposals to them for their fund-raising projects. It is probable that a standard City lease agreement will be reached leasing space at approximate fair market value with the understanding that the function of both organizations is to generate funds for Library projects and programs. In answer to Commissioner Wechsler's question, Mr. Dowlin informed the Committee that funds will go to the Library, with the Friends and Foundation using some portion for overhead.

In response to a question from Commissioner Wechsler, Mr. Dowlin reviewed the options for setting up the cafe and gift shop.

Commissioner Wechsler agreed to study Mr. Regan's suggestion of capping the cafe's charge for coffee.

Mark Andre Telmos, library patron, suggested obtaining donations of coffee from corporations, using "Project Checkaround" and to advertise the cafe.

Commissioner Crommie supported Mr. Regan in keeping cafe prices down.

In response to Commissioner Crommie's request for an update on the lease agreement and bonds negotiation, Mr. Dowlin reported that the Supervisors had continued the matter twice, and that the City's lease purchasing corporation should be receiving Harvey Rose's report by November 22. Mr. Dowlin assured her that the agreement would go to the Budget Committee on November 29. He responded to Commissioner Wechsler that he saw no problems in the New Main Library opening on time.

Mr. Telmos, spoke in support of a reduced price cafe.

Adjournment: On the motion of Commissioner Crommie, Commissioner Wechsler adjourned the meeting at 4:30 PM.

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Karen Crommie
Thomas H. Gee, J.D.
Fran A. Streets
Norman V. Wechsler
Commissioners

Kenneth E. Dowlin
City Librarian

NOTICE OF CANCELED MEETING

NOTICE IS HEREBY GIVEN that the regularly scheduled meeting of the **Finance** Committee of the San Francisco Public Library Commission for Tuesday, December 19, 1995, at 4:00 p.m., in the Lurie Room, Main Library, Civic Center, has been canceled.

Margaret W. Culver
MARGARET W. CULVER
Secretary, Library Commission

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NOTICE OF CANCELED MEETINGS

NOTICE IS HEREBY GIVEN that the Finance, Building & Facilities and Planning Committee meetings of the San Francisco Public Library Commission for the month of January 1996 have been canceled.

Margaret W. Culver
MARGARET W. CULVER
Secretary, Library Commission

POSTED: JANUARY 10, 1996

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